



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

MAR 4 1970

USDA STATE DEFENSE MEMORANDUM NO. 1

New Issuance System for Defense Guidance Material

PURPOSE

To inform USDA State Defense Boards concerning:

- A. The new system being adopted by national headquarters for issuing defense memorandums to the field.
- B. The disposition of existing numbered and unnumbered defense memorandums and transmitted material.

BACKGROUND

In some instances the differentiation between the subject matter content of defense memorandums issued under different series was not as sharp as it should be. Some memorandums were being issued outside of a series because it was not evident where they would fit. Several of these memorandums have not indicated what disposition should be made of them. The new issuance system will eliminate such problems.

NEW ISSUANCE SYSTEM

This new issuance system includes the following three (3) defense memorandum series, each of which will include consecutively numbered memorandums.

- A. USDA State Defense Emergency Records Memorandums. The memorandums in this series are used to transmit defense guidance material for inclusion in emergency records within each State. They replace the former USDA State Defense Board Emergency Records Memorandum series and those USDA State Defense Policy and other memorandums used from time to time to transmit emergency records.
- B. USDA State Defense Exercise Memorandums. The memorandums in this series are used to transmit all types of Defense Board readiness exercises to USDA State Defense Boards. Also such memorandums are used to transmit reports from national headquarters to the field

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NATIONAL DEFENSE 2



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on the results of readiness exercises or other information concerning these exercises. Previously, defense readiness exercises were transmitted by USDA State Defense Policy Memorandums and Supplements and by other means.

- C. USDA State Defense Memorandums. This memorandum series is used to communicate with USDA State Defense Boards on aspects of defense other than emergency records and readiness exercises. These aspects include defense guidance for current use in the field as well as background information on defense. This series replaces the USDA State Defense Policy Memorandum series (except as it was used previously to transmit emergency records and exercise material) and the USDA State Defense Board INFO Memorandum series.

#### SIGNING OF MEMORANDUMS

Memorandums which include defense assignments relating to Defense Board actions and responsibilities will be signed by the Assistant to the Secretary. Memorandums concerning service activities will be signed by the Deputy Administrator, State and County Operations, ASCS.

#### DISTRIBUTION

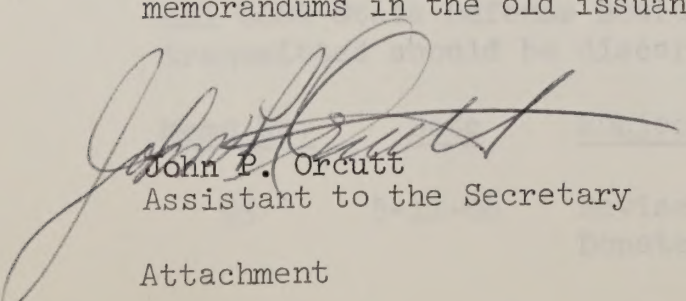
Distribution of memorandums in the new issuance system will be in accordance with the updated distribution pattern set forth in USDA State Defense Memorandum No. 2.

#### DISPOSITION OF DEFENSE MEMORANDUMS ON HAND

Attached are instructions on disposition of the numbered and unnumbered defense memorandums which have not yet been superseded and discarded. Take the actions indicated in the attachment.

#### RETENTION

Retain this memorandum until SDH Pars. 326 and 327 have been amended to incorporate the new issuance system. Discard the attachment to this memorandum when appropriate disposition has been made of all memorandums in the old issuance system.



John P. Orcutt

Assistant to the Secretary

Attachment

in the results of the latest elections of the United States Congress. It is noted that the results of the elections were transmitted by the United States Government to the United Nations and the Security Council.

3. The United States Government has been informed that the results of the elections were transmitted by the United States Government to the United Nations and the Security Council. The results of the elections were transmitted by the United States Government to the United Nations and the Security Council. The results of the elections were transmitted by the United States Government to the United Nations and the Security Council.

#### REMARKS OF THE SECRETARY

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DISPOSITION OF NUMBERED AND UNNUMBERED USDA STATE DEFENSE MEMORANDUMS  
AND MATERIAL TRANSMITTED BY SUCH MEMORANDUMS

USDA State Defense Board ER Memorandums

Defense guidance material transmitted by USDA State Defense Board Emergency Records (ER) Memorandums and other memorandums should continue to be retained in the emergency records until specifically superseded. Listed below are five (5) ER Memorandums which should be retained along with the material they transmitted, if any.

| <u>Memo No.</u> | <u>Date</u> | <u>Subject of Memorandum</u>                                             | <u>Suggested Disposition</u>                                                      |
|-----------------|-------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 175             | 7-22-68     | Procedure Covering Military Claimancy for Food                           | Delete ER Memo number and file with attachment under C&MS 2-2                     |
| 176             | 7-25-68     | Inventories of Emergency Records -- USDA State and County Defense Boards | Delete ER Memo number and file with attachment under SS 5                         |
| 184             | 10-17-68    | County Business Patterns for 1967                                        | Delete ER Memo number and file with publication on Reference Shelf                |
| 212             | 2-12-70     | Informal Industry Contacts in Connection with the Facility Data Program  | Delete ER Memo number and file under SS 9-3. Discard when included in SDH and CDH |
| 213             | 2-18-70     | Mailing List for Survey of Feed Mills                                    | Retain until March 31, 1970                                                       |

USDA State Defense Policy Memorandums

USDA State Defense Policy Memorandum Nos. 8, 44, 52 and 60 together with attachments and other transmitted materials are being reissued as Nos. 2 through 5 under the new USDA State Defense Memorandum series. The old memorandums and attachments and other transmitted materials may be discarded. All USDA State Defense Policy Memorandums and related materials are now obsolete and may be discarded.

USDA State Defense Board INFO Memorandums

All USDA State Defense Board Information Memorandums and materials they transmitted should be discarded except as indicated below.

| <u>Memo No.</u> | <u>Date</u> | <u>Subject of Memorandum</u>                        | <u>Suggested Disposition</u> |
|-----------------|-------------|-----------------------------------------------------|------------------------------|
| 93              | 5-11-66     | Revised Pamphlet PA-557, Donated Foods for Disaster | Retain pamphlet              |





USDA State Defense Board INFO Memorandums (cont'd.)

| <u>Memo No.</u> | <u>Date</u> | <u>Subject of Memorandum</u>             | <u>Suggested Disposition</u>                      |
|-----------------|-------------|------------------------------------------|---------------------------------------------------|
| 99              | 6-25-68     | Leaflet on Economic Stabilization        | Retain leaflet                                    |
| 102             | 10-15-69    | Annual Report on Defense Activities      | Retain report                                     |
| 103             | 12-2-69     | Training Course in Survival Preparedness | Retain memo until 7-15-70<br>Retain Survival Book |

Unnumbered Memorandums Originating in the Secretary's Office

All Unnumbered Memorandums and materials they transmitted should be discarded except as indicated below.

| <u>Date</u> | <u>Subject of Memorandum</u>                                       | <u>Suggested Disposition</u>      |
|-------------|--------------------------------------------------------------------|-----------------------------------|
| 6-16-65     | Secretary's Memorandum No. 1527, Revised                           | Retain Secy's Memo                |
| 8-5-66      | State Emergency Resource Management Plans                          | Retain Secy's Memo                |
| 6-7-68      | New Defense Operations Handbooks                                   | Retain Handbooks                  |
| 12-4-68     | Booklet on Fire Aspects of Civil Defense                           | Retain Booklet                    |
| 12-20-68    | USDA Plans for an Emergency Period Following Attack                | Retain USDA Plans                 |
| 5-21-69     | Amendments to the USDA Defense Operations Handbooks                | Retain Handbook amendments        |
| 6-13-69     | Pamphlet on Rural Fires and Log-Log Paper                          | Retain Pamphlet and Log-Log Paper |
| 6-25-69     | Statement on Chemical and Biological Weapons                       | Retain Secy's Memo and Statement  |
| 8-13-69     | Rural Fire Defense in Wartime (PA-913)                             | Retain PA-913                     |
| 10-15-69    | Supplement on Attack Analysis for Use by USDA State Defense Boards | Retain October 1969 Supplement    |





Unnumbered Memorandums Originating in DASCO

All Unnumbered Memorandums and materials they transmitted should be discarded except as indicated below.

| <u>Date</u> | <u>Subject of Memorandum</u>                                                                                                       | <u>Suggested Disposition</u>      |
|-------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 9-1-64      | USDA Radiological Monitoring Handbook (AH-246)                                                                                     | Retain Handbook                   |
| 8-3-66      | USDA Administrative Regulations, Title 1, Chapter 5, Natural Disaster and Peacetime Radiological Disaster Responsibilities in USDA | Retain Administrative Regulations |
| 4-17-68     | In Time of Emergency, A Citizens Handbook on Nuclear Attack and Natural Disasters                                                  | Retain Handbook                   |
| 12-3-68     | Federal Disaster Assistance Handbook                                                                                               | Retain Handbook                   |
| 3-13-69     | Agriculture Handbook No. 38                                                                                                        | Retain Handbook                   |







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

January 5, 1972.

USDA STATE DEFENSE MEMORANDUM NO. 1,  
SUPPLEMENT 1

Transmittal and Identification of Emergency Records

1 PURPOSE

To improve emergency records transmittal procedures.

2 BACKGROUND

Emergency records memorandums have been used to transmit emergency records to SDB's as they have become available at irregular intervals during the year. (See Item "A" under "New Issuance System" in USDA State Defense Memorandum No. 1.)

Some of these memorandums were substantive and described the contents of emergency records and/or explained their use in carrying out emergency operations. Others merely listed the title, date, and number of emergency records being sent under separate cover and have given the filing code for use in maintaining the records.

3 IDENTIFICATION OF EMERGENCY RECORDS

All emergency records will be stamped at national headquarters to identify them as such.

A SDB record. Will be stamped "SDB Emergency Record" in upper right corner, indicating filing code and whether "addition" (if new) or "replacement" (if older version of the record is to be destroyed).

B Multiple copies of record for distribution to each CDB in the State. Will be stamped "CDB Emergency Record" in upper right corner, indicating filing code and whether "addition" or "replacement."

4 INVENTORY OF EMERGENCY RECORDS

Annual inventory of emergency records will be sent from national headquarters for SDB's and CDB's. It will:





- A Indicate those records supplied during the past calendar year.
- B Provide current check list of all records furnished by national headquarters.

## 5 FUTURE USE OF EMERGENCY RECORDS MEMORANDUMS

Emergency records memorandums will be used only where description and/or explanation of new or revised records are needed.

## 6 ACTION

### A Emergency records without transmittal memorandum.

- 1 One copy of SDB record. File at ESO and cross reference to duplicate set of records at State ASCS office.
- 2 Two copies of SDB record. File one at State ASCS office and other at ESO.
- 3 Multiple copies of CDB record. Send one or more copies to each CDB depending on number of copies received. Provide appropriate guidance to CDB's.
- 4 "Replacement" record. Remove and discard superseded publications.
- 5 At each regular SDB meeting, review contents of emergency records received since the last regular SDB meeting or otherwise inform defense board members.

### B Emergency records with transmittal memorandum.

- 1 Follow instructions contained in memorandum.
- 2 Provide appropriate guidance to CDB's.

## 7 DISPOSAL

When incorporated in defense operations handbook.

*Edward H. Hansen*

EDWARD H. HANSEN  
ACTING ASSISTANT TO THE SECRETARY  
INTERGOVERNMENTAL AFFAIRS







# DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

MAR 4 1970

## USDA STATE DEFENSE MEMORANDUM NO. 2

### Distribution of Materials

#### PURPOSE

To provide the distribution system for defense issuances to State and county levels of USDA.

#### ACTION

- A. Distribution at State Level. The USDA State Defense Board Chairman will distribute numbered defense memorandums, USDA Defense Handbooks and related materials at the State level as follows:

A copy to the State Defense Board Chairman and a separate copy for each of the Board members.

A copy to ASCS support office files at the State level.

A copy to emergency office files at the State level. (This copy will be deposited in emergency office files only if important for use in an emergency.)

Two copies to State Civil Defense Director.

Copies to other supervisory personnel at the State level including ASCS District Directors, CES District Directors, FHA Area Supervisors and SCS Area Conservationists.

Two additional copies are provided for flexibility in distribution, liaison, etc.

Attached is a list indicating the number of copies of material to be sent to each State Defense Board Chairman under this distribution system.

If USDA State Defense Board numbered memorandums and related materials are required for distribution to USDA employees in addition to those specified above, the agency member of the USDA State Defense

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Board should so indicate to his respective agency at national headquarters. Any such distribution will then be the responsibility of the appropriate agency and not the responsibility of the USDA State Defense Board Chairman.

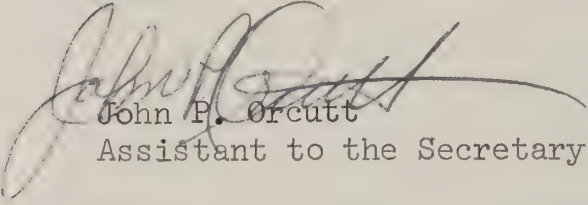
- B. Distribution at the County Level. The State Defense Board Chairman will receive sufficient copies of defense memorandums, handbooks and related materials to provide an average of five copies for each county whenever this quantity is available. This permits coverage of County Defense Board members and a copy for files. The State Defense Board Chairman will see that this distribution is made to the County Boards and will provide his own transmittal memorandum, if necessary.

PRIOR MEMORANDUM SUPERSEDED

This memorandum supersedes USDA State Defense Policy Memorandum No. 8.

RETENTION

This memorandum and its attachment should be retained for reference until further notice.

  
John P. Orcutt  
Assistant to the Secretary

Attachment

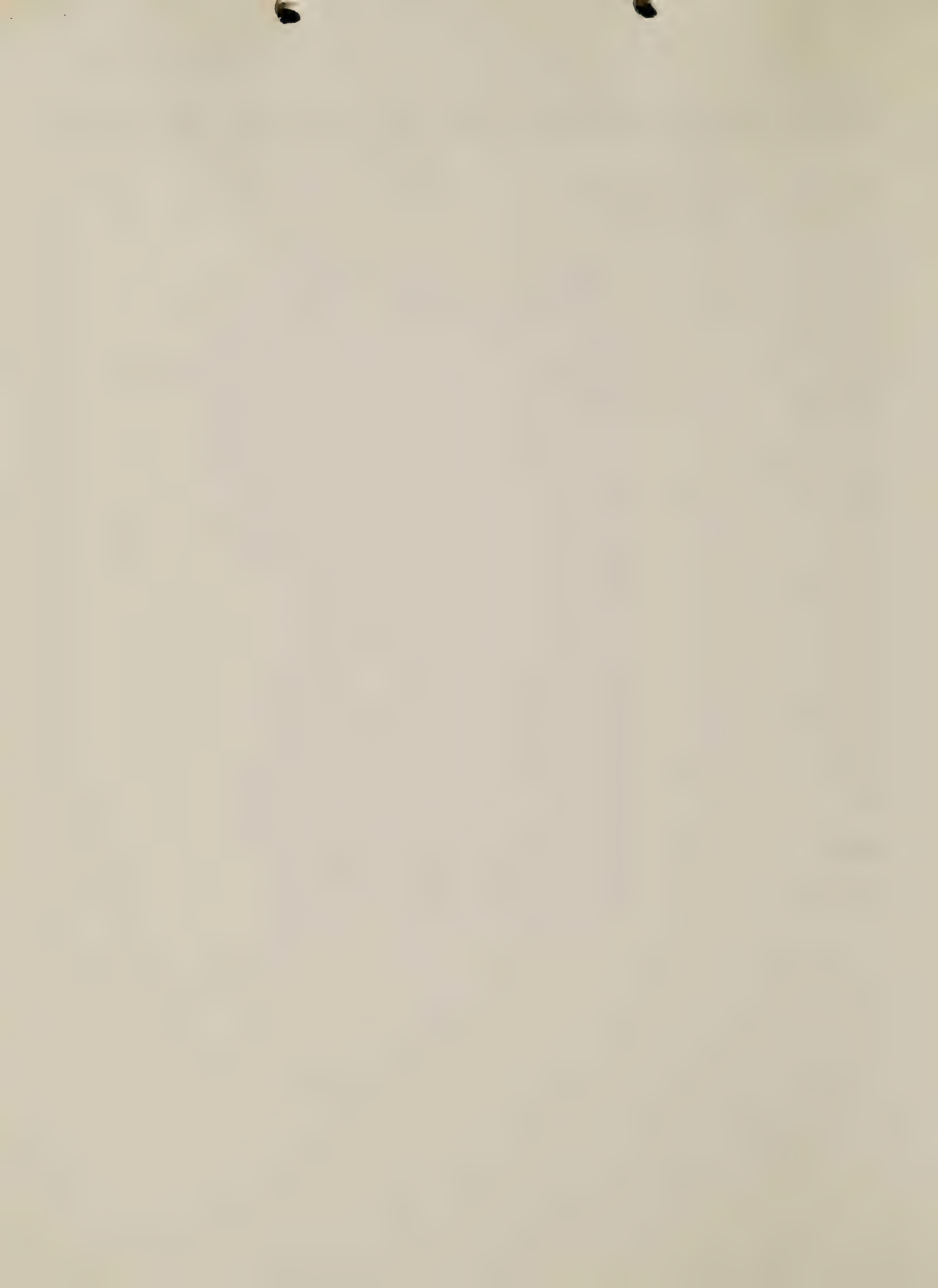




REVISED DISTRIBUTION SYSTEM FOR STATE LEVEL (See "ACTION A" of this Memo)

|             |    |                |    |                        |     |
|-------------|----|----------------|----|------------------------|-----|
| Alabama     | 55 | Louisiana      | 45 | Ohio                   | 55  |
| Alaska      | 25 | Maine 30       | 30 | Oklahoma               | 55  |
| Arizona     | 30 | Maryland       | 25 | Oregon                 | 40  |
| Arkansas    | 55 | Massachusetts  | 25 | Pennsylvania           | 55  |
| California  | 55 | Michigan       | 55 | Puerto Rico-Virgin Is. | 30  |
| Colorado    | 40 | Minnesota      | 55 | Rhode Island           | 20  |
| Connecticut | 25 | Mississippi    | 55 | South Carolina         | 40  |
| Delaware    | 20 | Missouri       | 55 | South Dakota           | 45  |
| Florida     | 65 | Montana        | 45 | Tennessee              | 60  |
| Georgia     | 80 | Nebraska       | 55 | Texas                  | 120 |
| Hawaii      | 25 | Nevada         | 25 | Utah                   | 40  |
| Idaho       | 40 | New Hampshire  | 25 | Vermont                | 25  |
| Illinois    | 55 | New Jersey     | 25 | Virginia               | 85  |
| Indiana     | 55 | New Mexico     | 35 | Washington             | 45  |
| Iowa        | 55 | New York       | 50 | West Virginia          | 45  |
| Kansas      | 55 | North Carolina | 65 | Wisconsin              | 50  |
| Kentucky    | 55 | North Dakota   | 45 | Wyoming                | 35  |

TOTAL 2350







## DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

MAR 4 1972

### USDA STATE DEFENSE MEMORANDUM NO. 3

#### USDA Executive Reserve Program

##### PURPOSE

To inform State Defense Boards of the present status of the USDA Executive Reserve Program and to provide for the retention of the document outlining the policies governing this program.

##### BACKGROUND

The USDA Unit of the National Defense Executive Reserve was established in 1965 to augment the Department's capability at its headquarters emergency relocation site. This contingent is assigned to ASCS and C&MS and represents expert knowledge in the areas of food management and the non-food materials and services needed to maintain the food industry.

In 1966, the Department authorized the expansion of its Executive Reserve Unit at the field level, drawing from food industries those persons whose background and experience are best adapted to the special needs of the C&MS field food management team. In an emergency these Reservists would assist the USDA State Defense Board on food management problems. Current policy is to have a minimum of two Executive Reservists per State.

Food Management Representatives on USDA State Defense Boards submit nominations for the field contingent of the Executive Reserve and discuss the selection of nominees with their Board Chairman. Board Chairmen give the Food Management Representatives any assistance requested in the selection of nominees.

##### POLICIES

A reprint from the Federal Register of January 26, 1966, prescribes the policies governing the National Defense Executive Reserve and appears as Attachment 1.

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STATUS

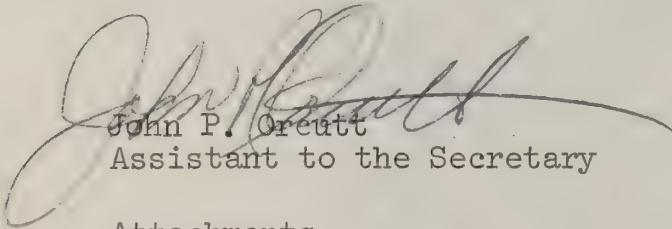
Accompanying this memorandum as Attachment 2 is a current report of the status of the program.

PRIOR MEMORANDUM SUPERSEDED

This memorandum supersedes USDA State Defense Policy Memorandum No. 44.

RETENTION

This memorandum and the reprint from the Federal Register (Attachment 1) should be retained until incorporated in the appropriate Defense Operations Handbook. Attachment 2 may be discarded on July 31, 1970.



John P. O'Leary  
Assistant to the Secretary

Attachments





## UNITED STATES DEPARTMENT OF AGRICULTURE

[Reprinted from Federal Register of January 26, 1966]

**Office of the Secretary  
NATIONAL DEFENSE EXECUTIVE  
RESERVE**

**Policies and Organization**

**SECTION 1. Purpose.** .01 The purpose of this order is to prescribe departmental policies governing the National Defense Executive Reserve in the Department of Agriculture.

**SEC. 2. Authorities.** .01 Section 710 (c) of the Defense Production Act of 1950, as amended (50 App. U.S.C. 2160 (c)), authorizes the President " \* \* \* to provide for the establishment and training of a nucleus executive reserve for employment in executive positions in Government during periods of emergency."

.02 Executive Order 11179 of September 22, 1964, "Providing for the National Defense Executive Reserve," states that: "The head of any department or agency of the Government (hereinafter referred to as a Secretary), designated by the Director after appropriate consultation, may establish a unit of the Executive Reserve (hereinafter referred to as Executive Reserve Units) in his respective department or agency."

.03 Defense Mobilization Order 9700.1 of February 4, 1965, issued by the Office of Emergency Planning, prescribes the basic objectives, authorities, organization, and administration for the National Defense Executive Reserve. The Order provides: "Agencies of the Executive Branch having emergency responsibilities are authorized, after appropriate consultation with the OEP Director, to establish and maintain national units with field elements of the Executive Reserve. Such agencies shall recommend individuals to be designated to serve as members of their units. Upon their approval by the OEP Director such individuals shall be designated by the agency head for a term not to exceed 3 years, and may be redesignated with the approval of the Director of OEP, for additional 3-year terms."

.04 OEP Circular 9700.2 of February 4, 1965, provides policy guidance in the selection of candidates for membership in the National Defense Executive Reserve.

**SEC. 3. General policies.** .01 In accordance with section 2.03, it is the policy of the Department of Agriculture to establish and maintain an Executive Reserve unit to provide an effective reserve of executive talent for Government service in the event of an emergency requiring such employment.

.02 All designations or redesignations of members to the Reserve shall be made by the Secretary of Agriculture on recommendation of the head of the agency or office concerned. Prior to any designation, the individual must be approved

by the Director of OEP, and receive the necessary clearance in accordance with OEP Circulars 9700.1 and 9700.2.

.03 Designations or redesignations to the National Defense Executive Reserve shall be for a specific term not to exceed 3 years.

.04 Nothing in this provision shall be deemed to limit the authority of the Secretary to terminate the membership of an individual in the Department of Agriculture Executive Reserve unit at any time.

.05 Representatives of agencies and offices shall not approach candidates to the Reserve regarding membership in the Reserve except in accordance with requirements established by the Assistant to the Secretary (for Defense Mobilization Planning), hereinafter referred to as the Assistant to the Secretary.

.06 Executive Reservists' nonemergency activities shall be limited to reserve orientation and training for possible emergency mobilization, and members of the Executive Reserve are not solely by virtue of their designation as such, considered to be officers or employees of the United States within the meaning of sections 203, 205, 207, and 209 of Title 18 of the United States Code. Executive Reservists' training within the meaning of this section shall not include advising, consulting or acting on any matter pending before an agency, representing the Department in any capacity, or making any public appearance as an individual associated with the Department of Agriculture by reason of membership in the Executive Reserve. Any Executive Reservist to be engaged in these latter activities shall be appointed by the agency or office involved as a temporary or intermittent employee under appropriate statutory authority. Under such employment, a Federal employee is subject to the conflict-of-interest statutes.

**SEC. 4. Organization and administration policies.** .01 The Department of Agriculture unit of the National Defense Executive Reserve shall consist of the units established by the agencies and offices of the Department. Policies and procedures relating to administration of the Reserve units shall be applicable to both national and field elements.

.02 The National Defense Executive Reserve unit of the Department of Agriculture shall be under the general direction and coordination of the Assistant to the Secretary, who will be responsible for the conduct of the program.

.03 The Agricultural Stabilization and Conservation Service, the Consumer and Marketing Service, and any other agency of the Department having emergency responsibilities are authorized, after approval by the Assistant to the Secretary, to establish and maintain a



complement of Reservists, including national and field elements.

.04 The number of Executive Reservists shall be limited to those for which requirements have been established for essential mobilization functions assigned to the Agencies and offices of the Department by Chapter 4, Title 1 of the USDA Administrative Regulations, and as approved by the Assistant to the Secretary.

.05 In the interest of practical operation and economy, the program shall be set up in such a way that it functions automatically to the extent possible, using existing material and staff. The administrative procedures involved in the program shall be integrated, to the extent practical, with the existing administrative procedures for normal operations.

.06 Agencies and offices shall be responsible for necessary information essential for:

a. Determining whether the candidate is qualified with managerial experience in functional areas in which it is contemplated he will be assigned;

b. Determining whether nominees will be available to function in an executive capacity in the event of an emergency. Individuals with an obligation to serve in the Ready Reserve of the Armed Forces shall be precluded from consideration for membership;

c. Obtaining from each candidate prior to designation as an Executive Reservist, a Statement of Understanding (see Exhibit 1)<sup>1</sup> covering the conditions of his availability for employment and compensation, with the formal concurrence of his employer; and

d. Initiating a security clearance.

.07 Candidates for the Reserve shall be drawn as appropriate from all geographical areas, from industry and agriculture, from private and public institutions, and from other segments of the economy concerned with the major mobilization responsibilities of the respective agency or office. Candidates may include persons now working in Government on a full- or part-time basis.

.08 Reservists will be selected on the basis of each individual's qualifications to perform the duties and responsibilities of his contemplated mobilization assignment and his availability for assignment in the event of a national emergency.

.09 No officer or employee of the Department, acting in an official capacity, shall directly or indirectly participate in any act which, on the ground of race, color, creed, or national origin, excludes any person from participation in the National Defense Executive Reserve or

otherwise subjects to discrimination, any person in the Executive Reserve program. (See Departmental Administrative Regulations, Title 7, Part 15.)

.10 The level of security clearance for each Reservist shall be as determined by the Assistant to the Secretary, in accordance with existing security standards. The designation of an Executive Reservist shall be withheld until such security clearance is obtained.

.11 Whenever possible, Reservists shall be recruited for and assigned to a specific function and a designated reporting point in an emergency.

.12 Each agency or office authorized to have an Executive Reserve unit shall establish a training program for its Reservists which shall include but not be limited to orientation and workshop sessions, current information on the mobilization plans of appropriate individual offices, and information to enable each Reservist to keep fully abreast of developments in his field which affect the capacity of the United States to mobilize its resources in an emergency.

.13 Such training programs shall be carried out at the national and field levels and will include actual participation in the testing of mobilization plans at relocation sites where and when appropriate.

.14 A Reservist may be transferred from one Executive Reserve unit to another if the agencies or offices concerned have jointly determined that such action is in the best interests of the Government and if the Reservist concurs in the transfer.

.15 The designation of a Reservist shall terminate when he has indicated he no longer desires to serve, when his services are no longer required, or when his term expires, unless the agency or office recommends to the Director, Office of Emergency Planning, through the Assistant to the Secretary, that he be redesignated for another specific term and his redesignation is approved in accordance with the above.

Sec. 5. *Interagency liaison.* .01 The Assistant to the Secretary or his designee shall be responsible for all liaison with the Office of Emergency Planning in connection with the National Defense Executive Reserve Program.

.02. The Assistant to the Secretary or his designee shall represent the Department on the Interagency National Defense Executive Reserve Committee.

Effective date of signature: January 21, 1966.

ORVILLE L. FREEMAN,  
Secretary.

<sup>1</sup> Exhibit 1 filed as part of original document.

Status of Program as of February 16, 1970

At the national level, there are now 23 Reservists. Twelve of these are specialists in food management and 11 are specialists in non-food materials and services.

At the State level, there are now 70 Reservists. Only 25 States have met the minimum requirement of two (2) Executive Reservists per State. Board Chairmen in States which do not have a full complement of two (2) Executive Reservists should give the project priority until the minimum requirements have been met.







DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

MAR 4 1970

USDA STATE DEFENSE MEMORANDUM NO. 4

Contacting the Food Industry on Defense Food Order No. 2,  
Food Management

PURPOSE

To confirm guidance issued to USDA State Defense Boards and Defense Boards in metropolitan areas for use in contacting the food industry at the State level and in metropolitan areas.

BACKGROUND

The May 1968 publication of Defense Food Order No. 2 (DFO No. 2) in the Federal Register and C&MS's distribution of DFO No. 2 "Training Aids", established a basis for carrying the message to the food industry.

ACTION

Each USDA State Defense Board Chairman should:

- A. Either contact or have the Defense Boards in the State's metropolitan areas contact the food trade organizations and explain briefly the purpose of DFO No. 2.
- B. Determine if the organization intends to hold any local meetings in the near future. If so, indicate your willingness to attend or have someone else attend for the purpose of explaining the effects of DFO No. 2 to the organization's members. Meetings of this type already held were most successful in gaining food industry support for our emergency preparedness efforts in the food management area.

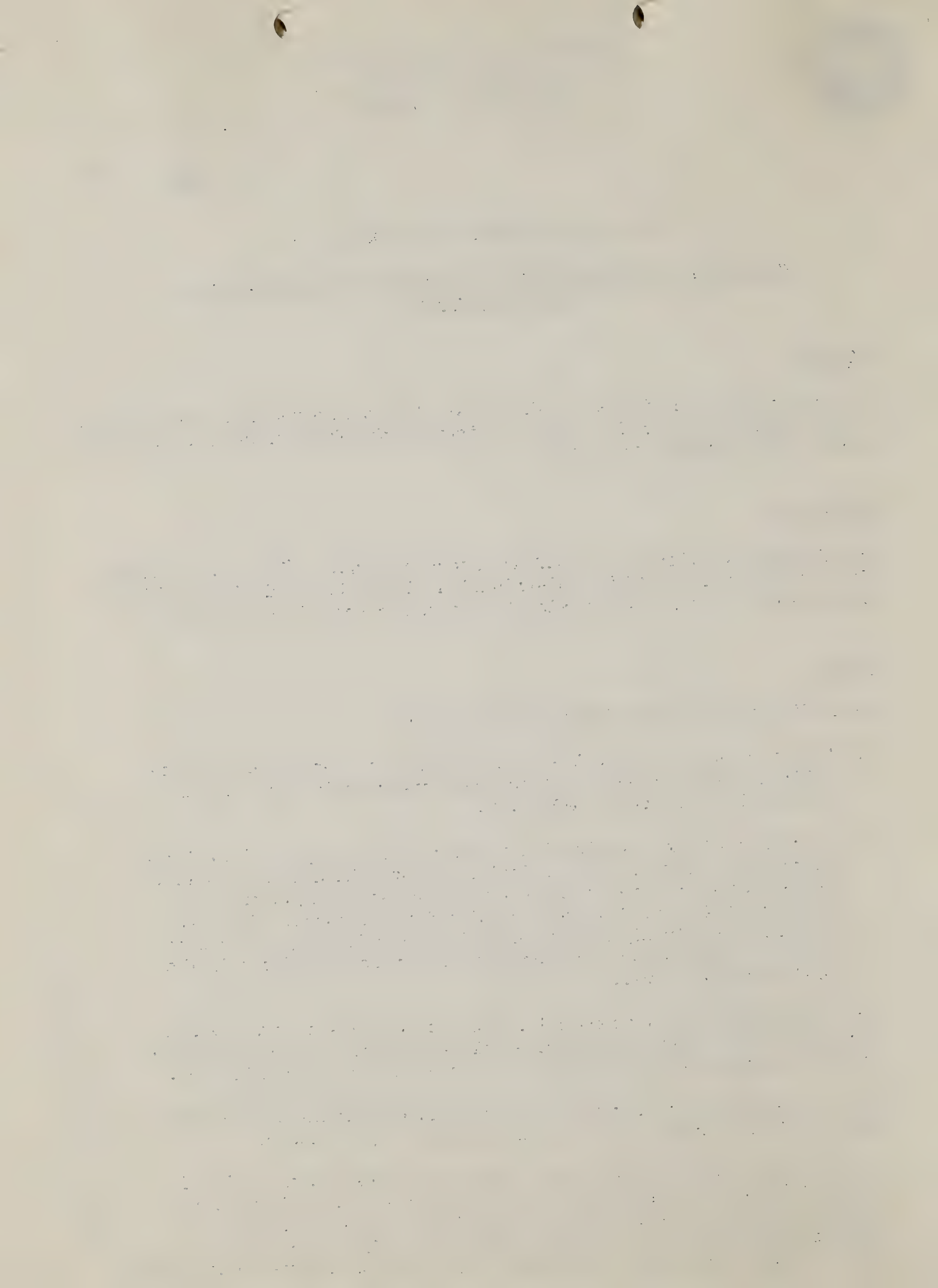
Your Emergency Program Coordinator has provided a set of viewgraph "Training Aids" which should prove helpful whenever you are requested to make a presentation on DFO No. 2 before any trade organization.

You are requested to forward a copy of this memorandum to the appropriate Defense Boards in metropolitan areas of your State.

In addition, C&MS has revised and distributed the pamphlet PA-572 entitled "Food Management in a National Emergency". This informational pamphlet is especially designed for the food industry. A copy of this pamphlet is filed in C&MS 2-4 of the State Defense Board emergency records. Additional copies may be requested if needed.

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CONCLUSION

Your actions taken, as a result of this memorandum, will assist the food industry in your area to understand the intent and purpose of DFO No. 2 and, more importantly, assure that the food industry realizes what their obligations are under emergency conditions. This, in effect, will be a big step towards carrying out the Department's total emergency preparedness program.

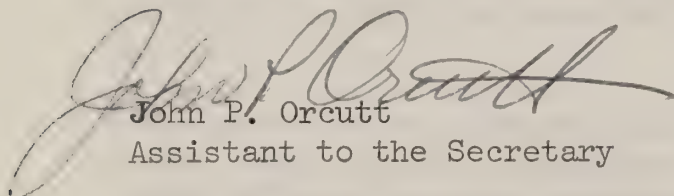
Contact with the food industry on this subject does not constitute a survey. Therefore, no other approval or authority is needed.

PRIOR MEMORANDUM SUPERSEDED

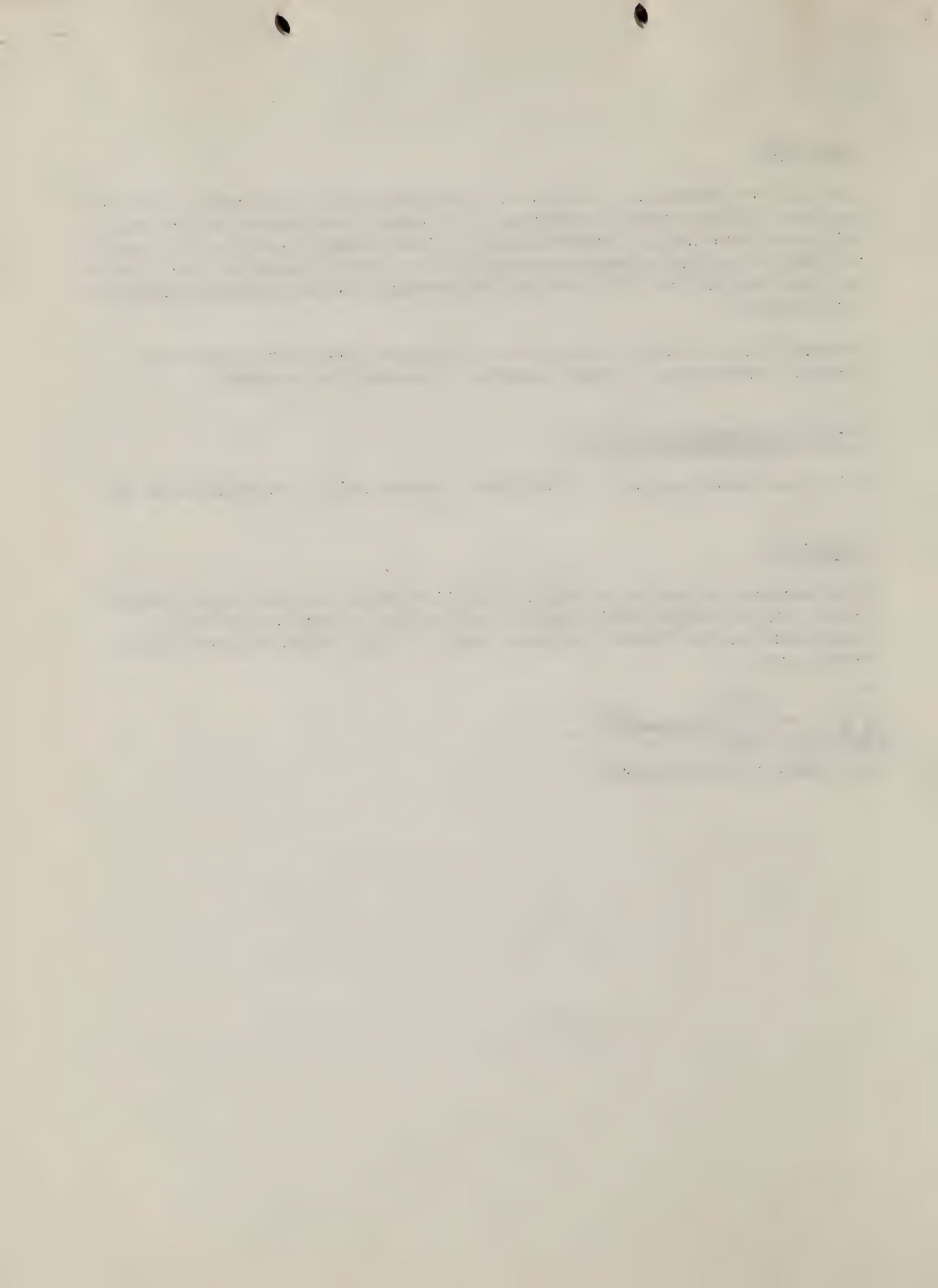
This memorandum supersedes USDA State Defense Policy Memorandum No. 60.

RETENTION

This memorandum should be retained until further notice. Also please retain for reference until further notice the reprint of DFO No. 2 (published in the Federal Register May 29, 1968) which was previously sent to you.



John P. Orcutt  
Assistant to the Secretary





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

MAR 30 1970

USDA STATE DEFENSE MEMORANDUM NO. 5

USDA State Attack Analysis Staffs

PURPOSE

To provide information on current State attack analysis staffing patterns and to establish reporting requirements relating to the Attack Analysis Staff.

BACKGROUND

The attached table shows the distribution by State and agency of attack analysis personnel assigned to USDA State Defense Boards. It is summarized from lists of Attack Analysis Staff members contained in defense reports which were due January 10, 1970. Information on the training status of Attack Analysis Staff members will be included in the reports due July 10, 1970, as required by USDA State Defense Exercise Memorandum No. 1.

From time to time there will be changes in the rosters of attack analysts. For example, experience in the attack analysis exercise (USDA State Defense Exercise Memorandum No. 1) may reveal that some change in the composition of the Attack Analysis Staff in a few States is desirable. Information on changes in the attack analyst rosters will be reported as follows.

REPORTING REQUIREMENTS

In the reports due October 10, 1970, and in all future quarterly reports:

- A. List the name and agency of any persons deleted from or added to the Attack Analysis Staff. For anyone added to the roster, indicate if he has had the Radiological Monitoring for Instructors (RMI), Radiological Defense Officer (RDO) or other relevant training courses.

NATIONAL DEFENSE

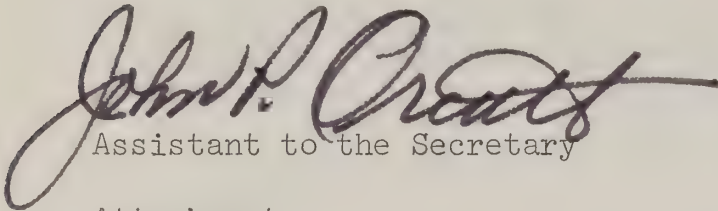




- B. Include in or attach to the defense report a summary of the meetings and other activities of the State Attack Analysis Staff taking place during the quarter. Also indicate any special training received by the Staff as a whole or by individual members during the quarter.

RETENTION

This memorandum should be retained until incorporated in the USDA State Defense Operations Handbook. The attachment should be retained until June 30, 1970.

  
Assistant to the Secretary

Attachment





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

APR 2 1970

USDA STATE DEFENSE MEMORANDUM NO. 6

Memorandums of Understanding on Federal-State Postattack  
Food Management Responsibilities

PURPOSE

To provide for updating the "B" Type Memorandum of Understanding on Federal-State Postattack Food Management Responsibilities, and extending the use of the "B" Type Memorandum to other States.

BACKGROUND

The "B" Type Memorandum of Understanding reflects USDA program responsibility for food through the wholesaler level and State and local government program responsibility for food at retail and consumer levels. This concept fits the administrative requirements of Defense Food Order No. 2 and its suborders. The "A" Type Memorandum of Understanding allows some program responsibility for food wholesalers to be carried out by State and local government. The "A" Type Memorandum of Understanding does not fit well into administration of Defense Food Order No. 2 or other food management activities. Texts of the "B" and "A" Type Memorandums appear in SDH Exhibit 5B.

At present, 42 States plus the District of Columbia have adopted the "B" Type Memorandum and eight States plus Puerto Rico and the Virgin Islands still have the "A" Type or some variation.

ACTION

- A. States which have a "B" Type Memorandum of Understanding. USDA Defense Boards in States having a "B" Type Memorandum of Understanding are requested to:
1. Explore with State government officials the desirability of updating any Understanding which is not current and making any changes necessary to conform to the Type "B" model Memorandum in SDH Exhibit 5B. (This model varies slightly from earlier versions.)

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COOPERATION

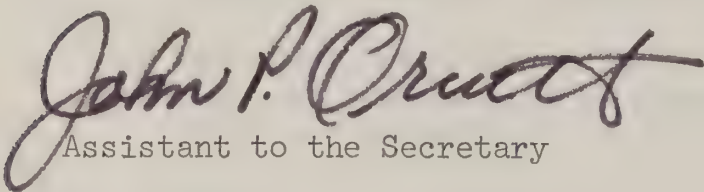




2. If agreement is reached for a new Type "B" Memorandum, update and sign the Memorandum and send 15 copies to USDA national headquarters. Make the standard distribution at State and county levels and arrange for the Memorandum to be filed in the emergency records in place of the earlier version.
  3. If, for any reason, there is reluctance on the part of the State government officials to sign an updated Memorandum of Understanding, inform USDA national headquarters promptly so that any necessary guidance can be provided.
- B. States which have an "A" Type Memorandum of Understanding. USDA State Defense Boards in States which still have an "A" Type Memorandum of Understanding, except Hawaii and Puerto Rico, are requested to:
1. Inform State government officials of the advantages of the Type "B" Memorandum of Understanding and encourage its adoption.
  2. If it is agreed that a Type "B" Memorandum should be adopted, complete the new standard "B" Type Memorandum of Understanding and after signature, distribute copies as indicated in paragraph A2 above.
  3. If State officials wish to retain the "A" Type Memorandum, inform USDA national headquarters of the circumstances and await further direction.

RETENTION

Retain this memorandum until the above actions have been taken.

  
Assistant to the Secretary

1. The first part of the report discusses the general situation of the country and the progress of the work. It also mentions the results of the survey and the conclusions drawn from it.

2. The second part of the report deals with the specific details of the survey and the methods used. It also mentions the results of the survey and the conclusions drawn from it.

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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

MAY 27 1970

USDA STATE DEFENSE MEMORANDUM NO. 7

Information and Liaison on Natural Disasters

1 BACKGROUND

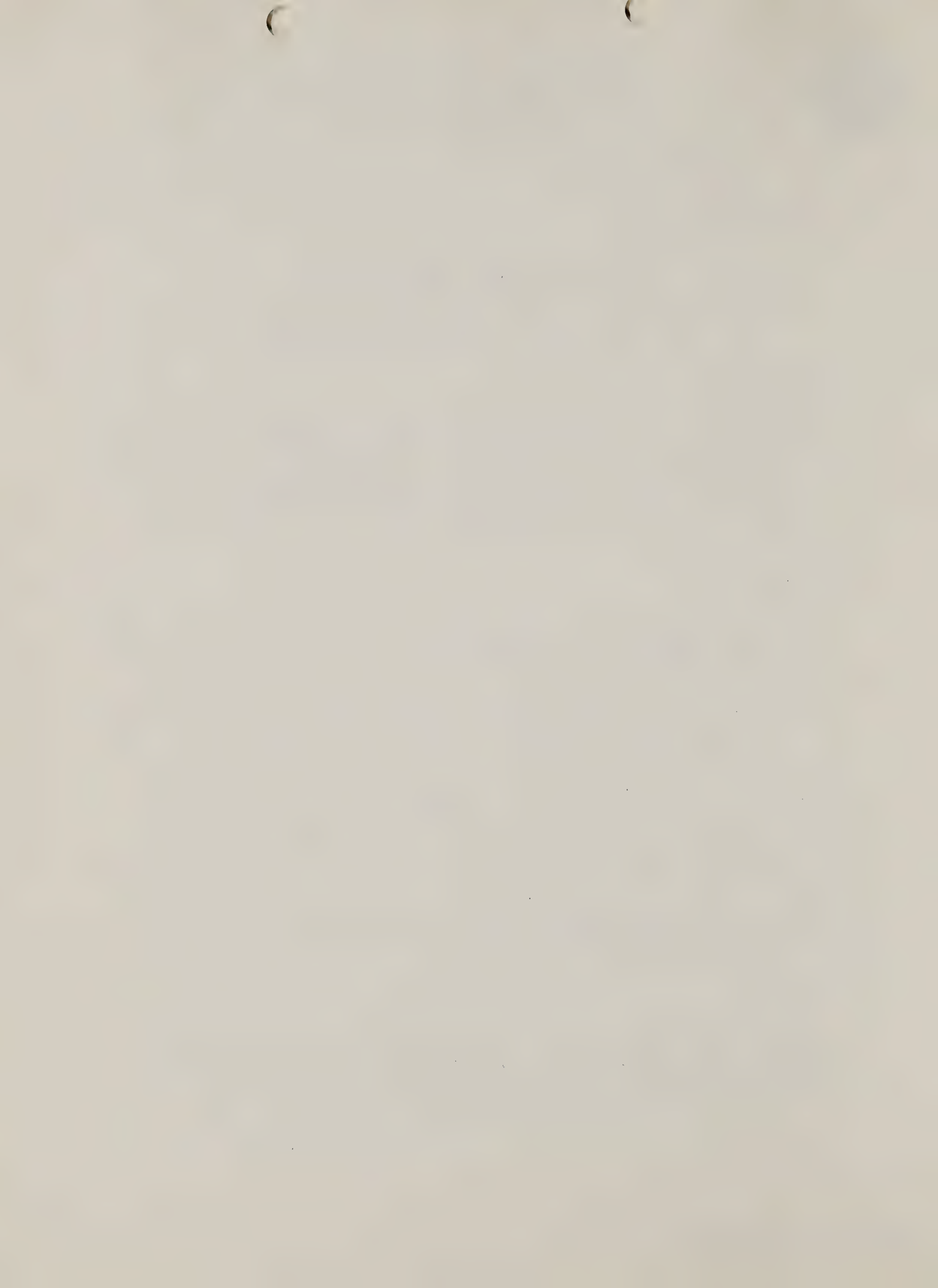
The season for tornadoes and other severe weather conditions is now with us, and you are reminded of your responsibilities in connection with natural disasters. Your attention is directed to Chapter 5, Section 2, Paragraph 304, <sup>of the</sup> Administrative Regulations relative to coordination and liaison with State officials when a disaster occurs.

2 ACTION

- A Agency personnel at the county level will keep the USDA County Defense Board Chairmen informed of disaster conditions and activities.
- B Each County Board Chairman will inform his State Board Chairman who will receive comparable information from the State Board membership.
- C In addition to maintaining liaison with the Governor's representative, the State Board Chairman will report information assembled at the State level to the appropriate Emergency Program Coordinator.
- D No formal reporting intervals or formats are prescribed, but the process will be repeated often enough to cover the disaster situation.

3 GENERAL

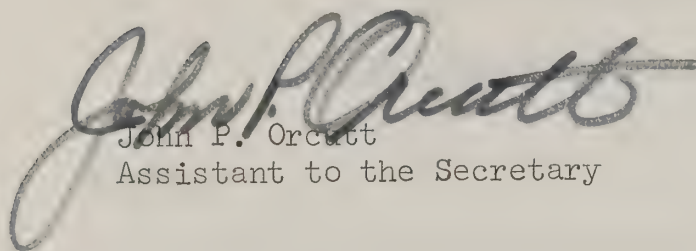
It is understood that the flow of information through Defense Boards to Emergency Program Coordinators in no way affects the regular reporting or operating responsibilities which are retained by the various USDA agencies.





4 RETENTION

Retain until further notice.



John P. Orcutt  
Assistant to the Secretary

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6-1-70





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

JUN 24 1970

USDA STATE DEFENSE MEMORANDUM NO. 8

Training Meetings for USDA County Defense Boards

1 PURPOSE

To provide guidance to USDA State Defense Boards in conducting training meetings for USDA County Defense Boards.

2 BACKGROUND

The USDA State Defense Operations Handbook indicates that each State Defense Board should conduct a series of training meetings for County Defense Boards at least every other year (Par. 363A, SDH). Generally this has been carried out satisfactorily. On this basis it can be expected that about half the States will conduct County Board training meetings in any one year as was done in the calendar year 1969. In order to be of maximum assistance to the counties, the training must be carefully prepared and on schedule. In most cases, it appears that this has happened, although problems have been noted in a few States.

The following guidelines may be helpful to State Defense Boards in arranging above average County Board training meetings.

3 GUIDELINES

- A Training teams should consist of State Defense Board members plus others as required. Direct participation of State Defense Board members is essential. Training should not be done by one USDA agency alone nor should it be turned over to Civil Defense or some other outside agency.
- B Agenda items should be interesting as well as informative. For example, State Defense Boards have shown interest in the following topics: communications, food management, food production, radio-logical monitoring in USDA, postattack reporting, food requisites, rural fire defense and relations with civil defense. Other subjects might be suggested by the results of recent exercises and the needs of the particular State. In selecting agenda items for a particular meeting, attention should be given to the following:





- 1 Areas which are least understood.
- 2 Problem areas, some of which may have been identified by the counties themselves in advance of the meeting.
- 3 Current or future developments.

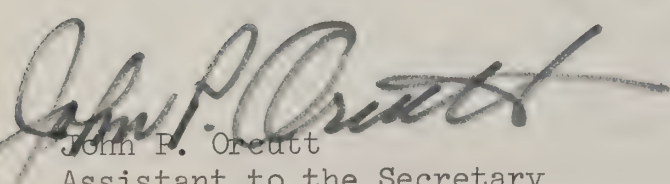
- C Training programs should include audience participation techniques such as exercises, question and answer periods and panel discussions. Another technique has been to ask one of the County Defense Boards to demonstrate the solution to a defense problem while others observe and evaluate.
- D Trainees should include all County Defense Board members. If possible not over 40 or 50 trainees should be included in any one meeting.
- E Training should be at least one full day in duration.
- F Schedules and agendas for County Board training meetings should be prepared at least three months in advance. This will help to minimize conflicts with other meetings and assure adequate advance planning.

4 REVIEW OF AGENDA

Maximum discretion must be left with State Defense Boards in planning County Board training meetings. It is requested that notice of the schedule of County Board training meetings and a copy of the proposed agenda be submitted to USDA national headquarters at least one month ahead of the beginning date. This is for information and any possible suggestions and assistance that may be provided.

5 RETENTION

This memorandum should be retained until further notice.

  
John P. Orcutt  
Assistant to the Secretary





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

AUG 19 1970

USDA STATE DEFENSE MEMORANDUM NO. 9

Defense Responsibilities of USDA Personnel in Relation  
to Membership in the Military Ready Reserve

1 PURPOSE

To amend the policy concerning defense responsibilities of certain USDA employees who are also military ready reservists.

2 BACKGROUND

The armed forces have first call on any USDA employees who are members of the ready reserve. At the same time, many of these people can make a significant contribution to the emergency preparedness activities of the Department provided advanced arrangements are made for others to take over their defense assignments when they are called to active military duty. The following guidance provides a uniform policy between State and county levels with regard to use of military ready reservists primarily in the preemergency period.

3 GUIDANCE

The ASCS County Executive Director, even though a member of the ready reserve, will serve as chairman of the county defense board unless he is called to extended active duty beyond the normal annual training period for reservists. The Deputy Chairman will become Acting Chairman when any County Executive Director who is a reservist is called to active duty. Another ASCS employee, or ASC County Committeeman who is familiar with board activities, will then become the acting ASCS representative on the board. When a new ASCS County Executive Director is named, he will assume the posts of Board Chairman and ASCS member of the board.



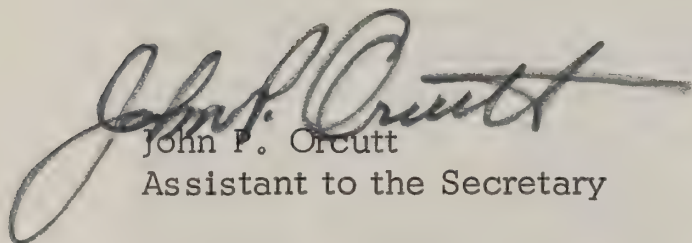


This guidance will be used in lieu of any conflicting provisions found in SDH Pars. 340 A, 346 B1 and B3, and in CDH Pars. 239 A, 245 A1 and A2.

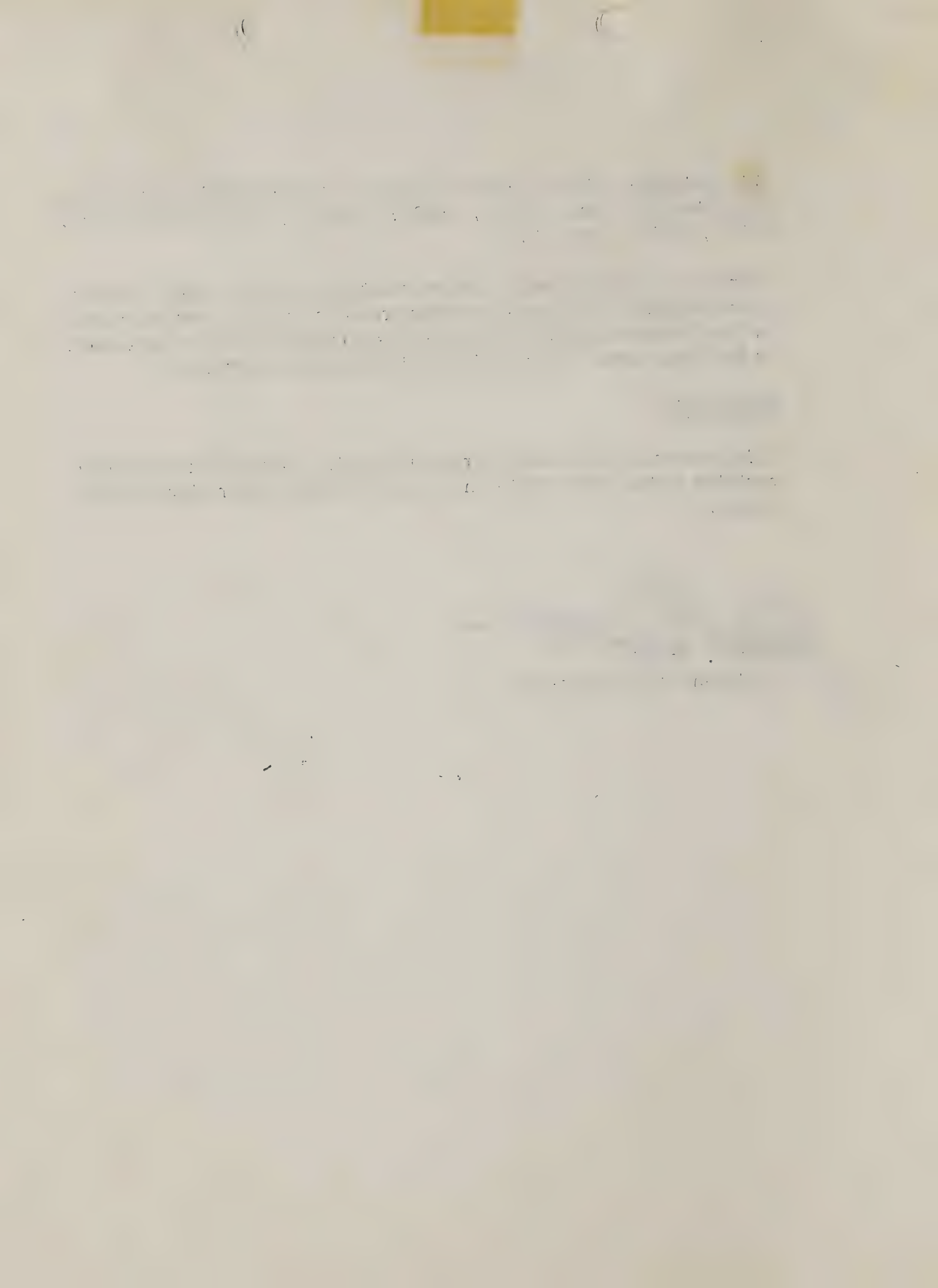
There is no change in the policy relating to other county defense board members who may be military ready reservists and no change in the policy relating to defense assignments to USDA personnel at the State level who are also military ready reservists.

4 RETENTION

This memorandum should be retained until superseded by the next revision of the USDA State and County Defense Operations Handbooks.



John P. Orcutt  
Assistant to the Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

SEP 10 1970

USDA STATE DEFENSE MEMORANDUM NO. 10

Training for USDA Radiological Monitors

1 PURPOSE

To provide guidelines and policies to insure adequate training for USDA radiological monitors.

2 BACKGROUND

The USDA radiological defense program requires a consistent and active training program to maintain the capability to respond to an emergency situation. At the close of calendar year 1969, USDA had 5,934 radiological monitoring kits assigned, 14,414 trained radiological monitors, and 880 radiological monitor instructors (RMI). During that same year, 181 refresher courses were provided 2,506 monitors. A continuation of this level of training activity will require approximately six years to provide refresher training to all USDA monitors.

Assuming that one RMI was utilized for each of the 181 refresher courses and the estimated 140 initial monitoring courses, only 320 of the 880 RMI's participated in training courses during the calendar year. Thus, an RMI uses his instructor capability once every three years.

It is apparent therefore that:

- A Radiological monitors are not receiving adequate refresher training to maintain their capability to function in an emergency.
- B Monitor instructors with specialized training are not being utilized sufficiently to provide monitors with the necessary training and to maintain their training proficiency.

3 GUIDELINES

To strengthen the monitoring program and more effectively utilize the training capabilities within USDA, each responsible agency

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describes the general situation  
of the country.

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needs to coordinate and consolidate their training programs with the other USDA agencies. This will provide an exchange of knowledge between agencies, better utilization of programs, improved inter-agency cooperation, and a truly departmental radiological defense team in each State. A joint training program will improve efficiency and reduce the expense incurred by each agency in conducting a program for a limited number of employees.

#### 4 POLICY

- A When practical, each USDA radiological monitor will be provided refresher training for a minimum of four hours annually or eight hours biennially. New trainees shall be provided a minimum of 16 hours instruction. A revised training agenda for both new trainees and refresher training (4-hour course and 8-hour course) is being prepared. During the interim, RMI's should use the lesson plans contained in IG 11.21 for new trainees. Agendas for 4- and 8-hour training courses may be developed by the RMI from these lesson plans.
- B Unless assigned to the USDA State Attack Analysis Staff, each qualified USDA radiological monitor instructor shall conduct or actively participate in a minimum of one radiological training course per year. In those cases where job assignments make it impractical for an instructor to participate in a radiological training course or work with the Attack Analysis Staff, the agency will provide a written examination annually to the instructor as a means of maintaining instructor qualifications.

#### 5 ACTION

- A Each State Defense Board, operating as a unit under coordination of the Chairman, will be responsible for the following action in regard to radiological monitor training:
  - 1 Scheduling a review of the radiological monitor training program annually.
  - 2 Scheduling a review of proposed training courses at each meeting to assure coordination of schedules among USDA agencies. The review should include courses offered by civil defense organizations.
- B Each ARS State Defense Board Representative will be responsible for submitting a report to ARS national headquarters in accordance with the enclosed format/covering the radiological monitor training and location of monitoring kits within the State as of the end of each calendar year. The representatives of C&MS, FS, and SCS will provide the ARS representative with necessary data for their agencies.

1. The first part of the report is a general  
description of the project and its objectives.  
It includes a brief history of the project and  
a statement of the purpose of the study.

2. The second part of the report is a detailed  
description of the methodology used in the study.  
It includes a description of the data collection  
methods and the statistical analysis used.

3. The third part of the report is a description  
of the results of the study. It includes a  
summary of the findings and a discussion of the  
implications of the results. It also includes a  
conclusion and a list of references.

4. The fourth part of the report is a summary  
of the findings and a discussion of the  
implications of the results. It also includes a  
conclusion and a list of references.

5. The fifth part of the report is a summary  
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6. The sixth part of the report is a summary  
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conclusion and a list of references.

8. The eighth part of the report is a summary  
of the findings and a discussion of the  
implications of the results. It also includes a  
conclusion and a list of references.

- C State Defense Board representatives from each of the four responsible agencies (ARS, C&MS, FS, and SCS) will continue to retain responsibility for planning and conducting radiological monitor training programs. They will cooperate with and assist the State Defense Board in their assigned responsibility.

## 6 AUTHORITY

- A Title 1, Chapter 4, Section 2, of the USDA Administrative Regulations assigns responsibility to the Agricultural Research Service for the organization, coordination, and direction of a system of radiological monitoring, including:

- 1 Arrangements with the Office of Civil Defense, Department of Defense (OCD-DOD), for the acquisition, use, and disposition of monitoring equipment.
- 2 Training of instructors in the use of monitoring equipment and general assistance to agencies of the Department in coordinating radiological training.

These regulations also assign certain specific radiological monitoring responsibilities to other USDA agencies (C&MS, FS, and SCS).

- B ARS is represented on each USDA State Defense Board and under management direction and coordination of the Chairman shall carry out, within the State, national level assignments of ARS as indicated in 1 AR 256 following national office policy directives. The ARS State Defense Board representative will look to the SCS County Board member for assistance at that level of operation in discharging the broad responsibilities for the USDA radiological defense program. The SCS County Defense Board member will keep the County Board Chairman informed of developments in the radiological monitoring program so it can be coordinated with other defense activities in the county.
- C In addition, USDA radiological monitoring capability in the field will be coordinated by the ARS State Defense Board representative with Federal agencies, State and local governments, and other groups with monitoring capabilities to assure exchange of essential information during an emergency. The ARS representative shall carry out this assignment under the management direction and coordination of the USDA State Defense Board Chairman to insure necessary interrelationship of radiological monitoring and defense work as a whole.



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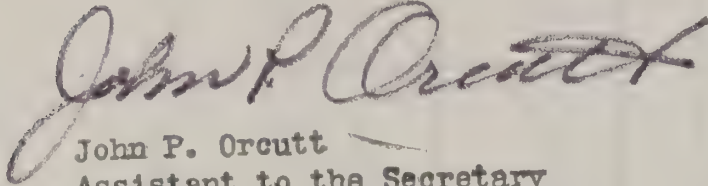
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7 RETENTION

Retain this memorandum until it is incorporated in the USDA  
State Defense Operations Handbook.



John P. Orcutt  
Assistant to the Secretary

2 Enclosures

THE UNIVERSITY OF CHICAGO  
LIBRARY

USDA RADIOLOGICAL MONITOR TRAINING PROGRAM  
(Calendar Year 1970)

STATE \_\_\_\_\_

DATE \_\_\_\_\_

|                                                                    | <u>ARS</u> | <u>C&amp;MS</u> | <u>FS</u> | <u>SCS</u> |
|--------------------------------------------------------------------|------------|-----------------|-----------|------------|
| 1. Number of RMI trained in 1970                                   |            |                 |           |            |
| 2. Total trained radiological monitor instructors                  |            |                 |           |            |
| 3. Number of RMI participating in monitor training program in 1970 |            |                 |           |            |
| 4. Number of radiological monitors trained in 1970                 |            |                 |           |            |
| 5. Total trained monitors                                          |            |                 |           |            |
| 6. Number of refresher courses given radiological monitors in 1970 |            |                 |           |            |
| 7. Number of monitors attending refresher courses                  |            |                 |           |            |
| 8. Total number of radiological monitoring kits                    |            |                 |           |            |





LOCATION OF RADIOLOGICAL MONITORING KITS ASSIGNED TO USDA  
(Calendar Year 1970)

STATE \_\_\_\_\_

DATE \_\_\_\_\_

COUNTY

CITY

AGENCY

LATITUDE-LONGITUDE

ADDRESS

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UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

APR 27 1971

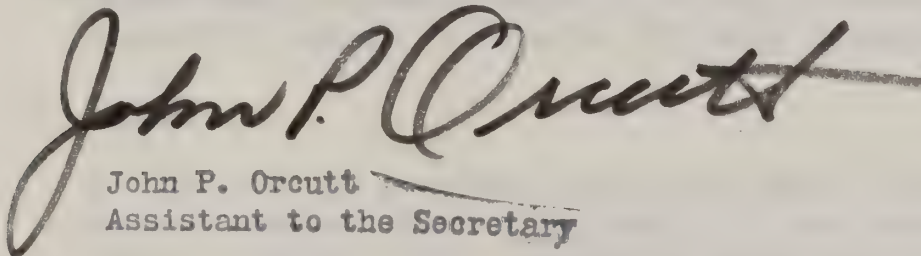
USDA STATE DEFENSE MEMORANDUM NO. 10  
Supplement No. 1

Training for USDA Radiological Monitors

Paragraph 4 of USDA State Defense Memorandum No. 10 stated that refresher training agenda (4- and 8-hour courses) were being developed. The enclosed proposed lesson plans, based on the Radiological Monitoring Instructor's Guide, IG-11.21, issued by the Office of Civil Defense in May 1963, have been prepared as guidelines for USDA radiological monitor instructors and agreed to by the four agencies assigned monitoring responsibilities - ARS, C&MS, FS, and SCS.

Instructors may find adaptation of the lesson plans necessary to meet the particular needs of their training programs. The times indicated for some of the subjects may vary from that shown in the OCD guide since this is refresher training and the students should be capable of covering the material in a lesser amount of time than those needing initial training.

A bulk supply of the agenda is being mailed to the ARS State Defense Board member to be made available by him to the representatives of C&MS, FS, and SCS for distribution to their radiological monitor instructors.

  
John P. Orcutt  
Assistant to the Secretary

2 Enclosures





UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D.C. 20250

NOV 26 1971

USDA STATE DEFENSE MEMORANDUM NO. 10, SUPPLEMENT NO. 2

Training for USDA Radiological Monitors

1 PURPOSE

To provide new guidelines for the submission of the annual Radiological Monitoring Capability Report.

2 BACKGROUND

Recent reviews of the USDA radiological monitoring program have indicated a definite need for better management tools to assure adequate training and staffing throughout the United States. Plans have been initiated to place the radiological monitoring program into a computer system to provide an annual printout covering all radiological monitors and instrument location.

USDA State Defense Memorandum No. 10, paragraph 5B, requires that the four agencies with monitoring responsibilities submit annual reports of monitor training and location of kits through the APHS State Defense Board representative (formerly ARS) in accordance with the format attached to the memorandum. Under the new program these instructions are being changed to require each State Defense Board agency representative to submit a radiological monitoring capability report on Form AD 602 (copy attached).

3 ACTION

To initiate the program, Form AD 602 must be completed for each trained monitor (Part I and Part III) and each monitoring station (Part I and Part II). As changes occur during the year, Form AD 602 must be submitted reflecting the changes to assure the program remains current. A printout will be provided at least annually to each USDA State Defense Board to be used as a tool for planning training programs and determining the adequacy of the radiological monitoring program in their state.

STATE OF TEXAS  
COUNTY OF DALLAS

Know all men by these presents, that \_\_\_\_\_

I, \_\_\_\_\_

do hereby certify that \_\_\_\_\_

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Form AD 602 is available from Central Supply. APHS, FS, and SCS State Agency Representatives should plan to have the forms completed and submitted to the APHS State Defense Board representative by March 1, 1972. C&MS will continue to submit their reports through C&MS agency channels until further notice.

4 RETENTION

Retain this memorandum until further notice.

*Edward H. Hansen*

EDWARD H. HANSEN  
ACTING ASSISTANT TO THE SECRETARY  
INTERGOVERNMENTAL AFFAIRS

Enclosure

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**INSTRUCTIONS:** Prepare whenever changes occur in radiological monitoring capability, either in monitoring personnel or stations. When making changes be sure that items 6, 7 and 15 are spelled **exactly** as in the current radiological monitoring capability report. If a change is desired in the spelling of any information in these, items, submit **TWO** reports: (1) identifying the current listing with a No. 3 in box 1 (*Nature of Action*), and (2) identifying the new desired listing with a No. 1 in box 1 (*Nature of Action*).

**Accuracy is extremely important.** Enter the appropriate code number or spell out the information. Enter only one character per box (number, letter, comma, period or hyphen). Allow a blank box between words.

**REPORTS ON RADIOLOGICAL MONITORING STATIONS:** Complete Part I (*items 1 thru 6*), and Part II (*items 7 thru 14*).

**REPORTS ON RADIOLOGICAL MONITORING PERSONNEL:** Complete Part I (*items 1 thru 6*), and Part III (*items 15 thru 18*).

| PART I - GENERAL (Complete for each report)               |  |       |  |                           |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
|-----------------------------------------------------------|--|-------|--|---------------------------|--|------|--|------------------------------------------|--|------|--|----|--|--|--|------------------|--|---|--|---|--|--|--|
| 1. NATURE OF ACTION                                       |  |       |  | 2. NAME OF STATE          |  |      |  |                                          |  |      |  |    |  |  |  | FIPS (MODE) CODE |  |   |  |   |  |  |  |
| 1-New listing                                             |  |       |  | 1                         |  |      |  |                                          |  |      |  |    |  |  |  | 2                |  | 3 |  |   |  |  |  |
| 2-Change or additional information                        |  |       |  |                           |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| 3-Deletion                                                |  |       |  |                           |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| 3. AGENCY CODE                                            |  |       |  | 4. DIVISION WITHIN AGENCY |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| 4                                                         |  |       |  | C&MS                      |  |      |  | APHS                                     |  |      |  | FS |  |  |  | SCS              |  |   |  | 5 |  |  |  |
| 1-APHS                                                    |  | 3-FS  |  | 1-CN                      |  | 3-FV |  | 5-LS                                     |  | 7-PY |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| 2-C&MS                                                    |  | 4-SCS |  | 2-DA                      |  | 4-GR |  | 6-MPI                                    |  | 8-TB |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| STATION LOCATION OR EMPLOYEE HEADQUARTERS (As applicable) |  |       |  |                           |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
| 5. NAME OF COUNTY                                         |  |       |  | FIPS (MODE) CODE          |  |      |  | 6. CITY, TOWN OR NATIONAL FOREST         |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
|                                                           |  |       |  | 6 7 8                     |  |      |  | 9 10 11 12 13 14 15 16 17 18 19 20 21 22 |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |
|                                                           |  |       |  |                           |  |      |  |                                          |  |      |  |    |  |  |  |                  |  |   |  |   |  |  |  |

## PART II - RADIOLOGICAL MONITORING STATION (Complete only if applicable)

7. STATION NAME OR LOCATION

(Agency supervisor may decide what is best - e.g., Name of Station, Room & Street No., and Names, etc.)

[illegible][illegible]

| MONITORING KITS BY TYPE                                   |    |                                                                                         |    | 13. TOTAL NO. OF<br>CDV-720 | 14. TOTAL NO. OF<br>GEIGER COUNTERS<br>(CDV-700) |    |
|-----------------------------------------------------------|----|-----------------------------------------------------------------------------------------|----|-----------------------------|--------------------------------------------------|----|
| 11. NO. OF MONITORING KITS<br>CONSISTING OF               |    | 12. NO. OF MONITORING<br>KITS OF OTHER<br>INSTRUMENT<br>COMBINATIONS<br>THAN IN ITEM 11 |    |                             |                                                  |    |
| One CDV-700, Two CDV-715,<br>Two CDV-742, and One CDV-750 | 76 |                                                                                         | 77 | 78                          | 79                                               | 80 |
|                                                           |    |                                                                                         |    |                             |                                                  | 1  |

## PART III – RADIOLOGICAL MONITORING PERSONNEL (Complete only if applicable)

| 15. NAME OF PERSON HAVING RECEIVED TRAINING |    |    |    |    |    |    |    |    |    |    |    |    |    |          |    | 16. DATE OF LATEST TRAINING |    |      |    |
|---------------------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----------|----|-----------------------------|----|------|----|
| Last Name                                   |    |    |    |    |    |    |    |    |    |    |    |    |    | Initials |    | MONTH                       |    | YEAR |    |
| 23                                          | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37       | 38 | 74                          | 75 | 76   | 77 |
|                                             |    |    |    |    |    |    |    |    |    |    |    |    |    |          |    |                             |    |      |    |

|                                                           |    |                                       |    |
|-----------------------------------------------------------|----|---------------------------------------|----|
| 17. TYPE OF TRAINING RECEIVED                             |    | 18. TYPE OF LATEST TRAINING           |    |
| 1-Radiological Monitor                                    | 78 | 1-Basic RM, RMI, or RDO training      | 80 |
| 2-Radiological Monitor Instructor ( <i>Not licensed</i> ) |    | 2-8-hour RM refresher training        |    |
| 3-Radiological Monitor Instructor ( <i>Licensed</i> )     |    | 3-4-hour RM or RMI refresher training |    |
| 4-Radiological Defense Officer ( <i>Not licensed</i> )    |    | 4-RMI trainer participation           |    |
| 5-Radiological Defense Officer ( <i>Licensed</i> )        |    |                                       |    |
|                                                           |    |                                       | 2  |

18. REMARKS







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

OCT 26 1970

USDA STATE DEFENSE MEMORANDUM NO. 11

Annual Report on Defense Activities

1 PURPOSE

To announce that copies of USDA's Annual Report on Defense Activities will be mailed to you in the near future.

2 BACKGROUND

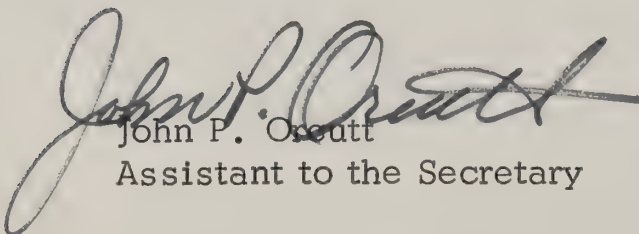
This report was transmitted to the Joint Committee on Defense Production of the Congress on September 30. It is classified "For Official Use Only" pending publication by the Joint Committee.

3 ACTION

Make usual distribution of report to State defense board members as soon as it is received. Withhold distribution to State government representatives and others outside USDA until further notice.

4 RETENTION

Retain this memorandum until further notice.

  
John P. O'Leary  
Assistant to the Secretary

THE UNIVERSITY OF CHICAGO

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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

February 12 1971

USDA STATE DEFENSE MEMORANDUM NO. 11, SUPPLEMENT 1

Annual Report on Defense Activities

1 PURPOSE

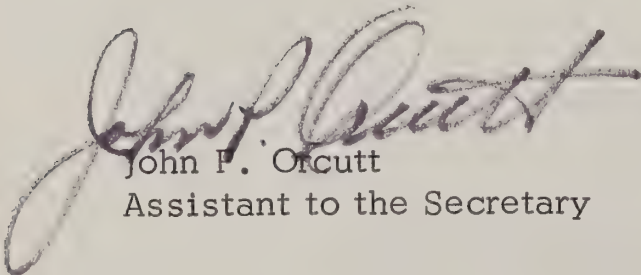
To announce that the Joint Committee on Defense Production of the Congress has published its Twentieth Annual Report. This includes USDA's Annual Report on Defense Activities.

2 ACTION

Release USDA's Annual Report on Defense Activities (dated September 30, 1970) to State government representatives and others outside USDA. Remove the classification "For Official Use Only" from the copies of the report before distributing.

3 DISPOSAL

Discard USDA State Defense Memorandum No. 11 and this supplement when the indicated action has been taken.

  
John F. Orcutt

Assistant to the Secretary



1. The first part of the paper is devoted to a discussion of the  
theoretical aspects of the problem. It is shown that the  
problem is well-posed and that the solution is unique.

2. In the second part, the numerical algorithm is described.  
It is shown that the algorithm is stable and that the  
error is of order  $O(h^2)$ .

3. Finally, the results of the numerical experiments are  
presented. It is shown that the algorithm is efficient and  
that the error is of order  $O(h^2)$ .



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE • WASHINGTON, D.C. 20250

December 1, 1970

USDA STATE DEFENSE MEMORANDUM NO. 12

Revised Pamphlet PA-557, "Donated Foods for Disasters --  
A Guide for State and Local Officials"

1 PURPOSE

To provide under separate cover sufficient copies of the subject pamphlet to permit distribution of a copy to each State defense board member and two copies to each county defense board.

2 BACKGROUND

The Assistant to the Secretary's memorandum of November 20, sent only to USDA State Defense Board chairmen, announced that the Food and Nutrition Service had revised and reissued the above pamphlet. As indicated in Mr. Orcutt's memorandum, this USDA pamphlet contains guidance on FNS food distribution responsibilities, the availability of USDA donated foods and procedures for obtaining them. This revision of August 1970 supersedes the July 1965 version which was distributed in May 1966.

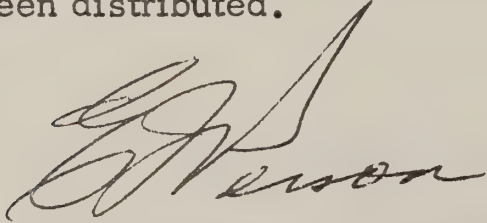
3 ACTION

When the supply of pamphlets reaches each State board chairman, he should:

- A Distribute a copy to each State defense board member and two copies to each county defense board.
- B Remind each person or board receiving copies of this pamphlet to destroy all copies of the July 1965 version.

4 DISPOSAL

This memorandum may be discarded when copies of the pamphlet have been distributed.

A handwritten signature in cursive script, appearing to read "E. J. Peterson". The signature is written in dark ink and is positioned above the typed name.

Acting Deputy Administrator  
State and County Operations



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

JAN 15 1971

12  
USDA STATE DEFENSE MEMORANDUM NO. 13

Request by Regional Inspectors General for Standby Plans

BACKGROUND

The Office of the Inspector General is reviewing its plans for carrying out its responsibilities during a national emergency. In doing so, it requested its Regional Inspectors General to obtain from each State in their Regions, the USDA agency and State Defense Board plans for fulfilling their defense responsibilities in the field.

At the State and County Defense Board levels, the basic guidance for fulfilling defense responsibilities is contained in the USDA State and County Defense Operations Handbooks. These have previously been made available to the Inspector General's headquarters personnel and to the Regional Inspectors General.

ACTION

To clarify several questions as to what should be provided to OIG Regions, you are requested to furnish them with the materials listed below:

- A State Food Profile.
- B A listing of significant current material added to the emergency records by the State Defense Board for Board and agency use during a national emergency. (This is a listing only and not the records themselves. Material sent from USDA national headquarters should not be listed.)
- C A copy of the report of the Defense Board exercise relating to working relationships with State and local governments in carrying out emergency assignments. (Submitted October 10, 1970 in accordance with USDA State Defense Exercise Memorandum No. 2.)

NATIONAL DEFENSE

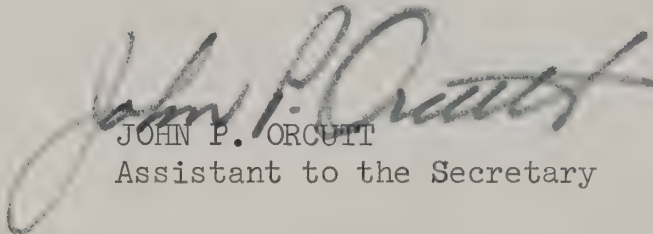




- D The number of County Boards (and percent of total) that have established Emergency Operating Centers separate and apart from the regular ASCS County Office. (This information can be derived from data prepared as a result of the current exercise on evaluation of operating sites for use by USDA in time of emergency -- USDA State Defense Exercise Memorandum No. 4.)
- E Location of USDA Emergency State Office and number of personnel assigned to work there in an emergency.

DISPOSAL

This memorandum may be disposed of after April 30, 1971.



JOHN P. ORCUTT

Assistant to the Secretary

3. The first part of the paper (1-3) is devoted to the study of the properties of the function  $f(x)$  defined by the equation

$$f(x) = \int_0^x f(t) dt + \int_0^x f(t) dt + \int_0^x f(t) dt$$

where  $f(x)$  is a function defined on the interval  $[0, 1]$ .

4. The second part of the paper (4-6) is devoted to the study of the properties of the function  $f(x)$  defined by the equation

UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington, D. C. 20250

JAN 29 1971

USDA STATE DEFENSE MEMORANDUM NO. 14

Defense Achievement Awards and Honor Award Nominations

1 PURPOSE

This memorandum establishes procedures for nomination of USDA State and County Defense Boards and support groups for awards for "outstanding performance in carrying out USDA defense preparedness assignments" under Executive Order No. 11490 and other defense authorities.

2 ELIGIBILITY

- A USDA County or Metropolitan Area Defense Board. Each USDA State Defense Board is authorized to nominate each year one USDA County or Metropolitan Area Defense Board for recognition for outstanding performance. These awards will be for the full membership of a Board. The County or Metropolitan Area Defense Board selected as the most outstanding among those nominated may be forwarded by this office to the Office of Personnel with a recommendation for an Honor Award. Other outstanding Boards nominated may receive an appropriate certificate of recognition.
- B USDA State Defense Board or Attack Analysis Staff. Headquarters representatives of USDA agencies with membership on USDA State Defense Boards and USDA Emergency Program Coordinators are authorized to nominate a USDA State Defense Board or a USDA State Attack Analysis Staff for a group award for outstanding work in emergency preparedness. The most outstanding of the State Defense Boards or Attack Analysis Staffs to be nominated may be recommended by this office for an Honor Award. Others receiving nominations may receive other appropriate awards, such as a certificate of recognition.
- C Awards to Individuals. Nominations for awards to individuals will go through their agency representatives for agency consideration.

3 PROCEDURE

All nominations for Honor Awards shall be prepared in the form indicated in Attachment A to this memorandum. All nominations shall be submitted to this office for appropriate action.

NATIONAL DEFENSE 8

THE UNITED STATES OF AMERICA  
DEPARTMENT OF JUSTICE  
OFFICE OF THE ATTORNEY GENERAL

Washington, D.C.  
January 1, 1900

TO THE HONORABLE THE SENATE OF THE UNITED STATES  
AND THE HONORABLE THE HOUSE OF REPRESENTATIVES  
IN SENATE AND HOUSE CHAMBERS  
AND IN COMMITTEES THEREOF

REPORT

OF THE  
COMMISSIONER OF THE GENERAL LAND OFFICE  
IN RESPONSE TO A RESOLUTION OF THE SENATE  
PASSED MAY 1, 1899  
RELATIVE TO THE  
LANDS BELONGING TO THE UNITED STATES  
AND THE  
LANDS BELONGING TO THE SEVERAL STATES

BY  
JOHN W. COOPER, COMMISSIONER  
OF THE  
GENERAL LAND OFFICE  
WASHINGTON  
1900

Printed by the Government Printing Office  
Washington, D.C.

For sale by the Government Printing Office  
Washington, D.C.



4 REVIEW OF NOMINATIONS

All nominations received by this office for "outstanding performance in carrying out USDA defense preparedness assignments" will be reviewed by the Defense Operations Committee. They will recommend the Boards to receive consideration for Honor Awards and the Boards to be considered for other awards. This office will make the final decision on which nominations shall be recommended to the Department Awards Committee and which shall receive a certificate of recognition.

5 LIMITATIONS

An award under this procedure will be made only to membership of an entire Defense Board or Attack Analysis Staff. It will be based on the accomplishments of the entire membership. No awards will be considered for individuals or parts of a Board.

6 PROCESSING OF AWARDS

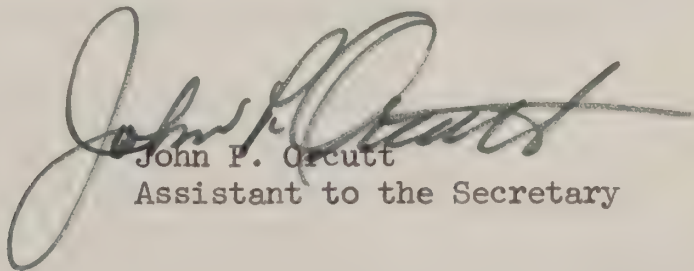
All awards must be received in this office no later than January 5 of the year in which they are to be considered.

7 DOCUMENTATION

The agency or persons making the nomination are responsible for providing all the information indicated in Attachment A. Nominations should be brief, complete and factual.

8 RETENTION

This memorandum shall be retained until replaced.

  
John P. Greutt  
Assistant to the Secretary

Attachment



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NOMINATION FOR DEFENSE ACHIEVEMENT AWARD  
(Sample Format)

1. Nominated by \_\_\_\_\_
2. Name of Unit \_\_\_\_\_ (Name of Defense Board or Supporting Unit)

Number of persons participating \_\_\_\_\_

(Attach separate sheet listing name of each participant and his agency. Identify head of unit.)

3. Official Headquarters \_\_\_\_\_
4. Suggested Citation: (As it should appear on a plaque, limit 30 words)

5. Brief Summary of Achievement:

(Show main reason for the nomination or highlights of the achievement in one or two short paragraphs. This is valuable in review and selection.)

6. Detailed basis for nomination:

(Show what was done that deserves recognition. Give specifics of achievement.)

Explain clearly and concisely how group excelled in the performance of duties. Comparisons showing progress are helpful. Statistics are not meaningful unless their significance is also given. To facilitate reading, use underscored paragraph headings such as:

Provided a Model for Others

Improved Program Effectiveness

Dealt with Emergency Situation

Created National Impact

Improved Liaison with State or Local Government

Devised Especially Effective Training Techniques

Promoted Better Understanding of USDA Defense Objectives

Designed Special Projects to Strengthen Readiness

Developed Unusually High Degree of Competence in Conducting Program

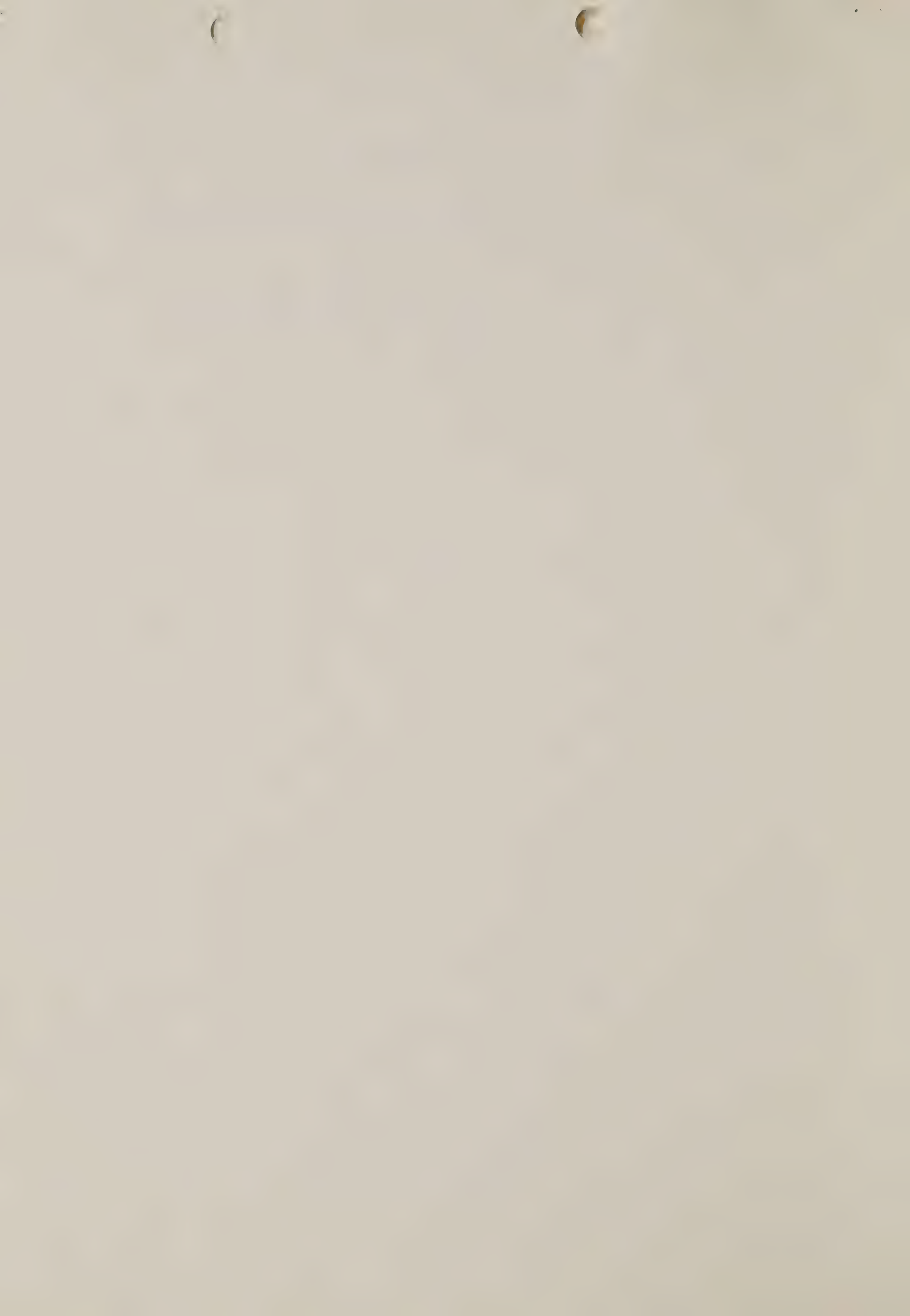


7. Background information:

Awards and Recognition

List all Government or non-government awards and dates presented to board or unit.

Letters of Commendation shall not be attached but may be briefly quoted if significant.

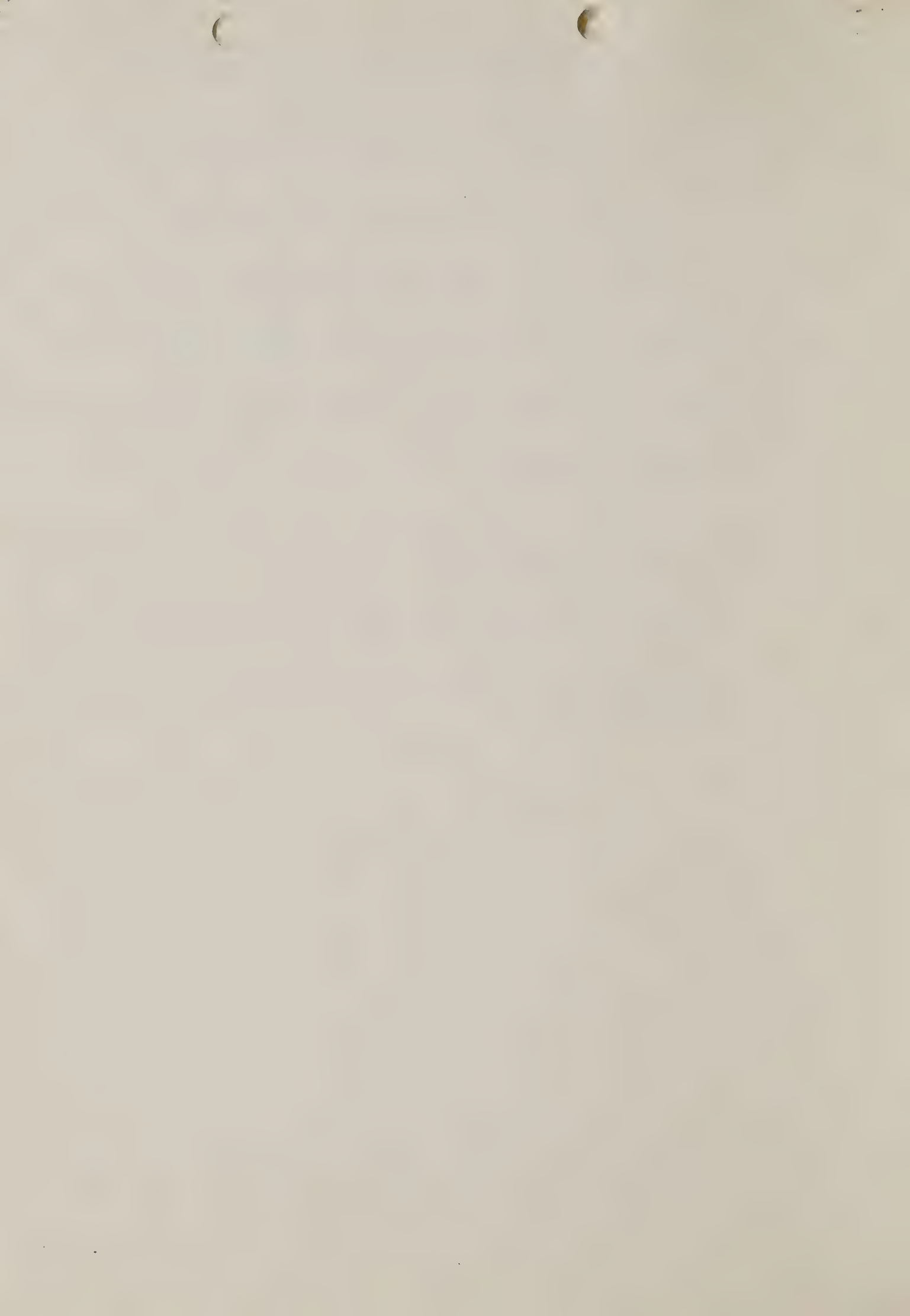




## GUIDE FOR DEVELOPING DEFENSE AWARD NOMINATIONS

The following questions may be helpful in developing a nomination for a defense award which also may be eligible for honorary recognition:

1. What unique contribution has this unit made to defense readiness?
2. In what way does this unit excel over other similar units?
3. Can the methods and techniques employed by this unit be applied in the work of other similar units?
4. Why is the achievement valuable to defense preparedness?
5. Was the achievement local, regional, national, or international in scope?
6. What was accomplished in terms of savings of money, time, manpower or equipment?
7. What work was done with less than expected supervision, help, or resources? How much less? What trials were met?
8. What recognition, honor or esteem has the achievement brought to USDA?





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 25, 1972

USDA STATE DEFENSE MEMORANDUM NO. 14  
SUPPLEMENT 2

Defense Achievement Awards

1 PURPOSE

To announce the recipients of USDA defense achievement awards for 1972.

2 BACKGROUND

Under authority and procedures contained in USDA State Defense Memorandum No. 14, nominations were made for recognition of outstanding efforts in behalf of the USDA emergency preparedness program in the field. Nominations were screened by the USDA Defense Operations Committee prior to submission to this office. The certificates have been presented. We congratulate these awardees for their fine example. They are an inspiration to all of us who have defense assignments.

3 AWARDEES

Arizona USDA State Defense Board  
Kansas USDA State Defense Board  
Montana USDA State Defense Board

Harris-Muscogee County USDA Defense Board, Georgia  
Lincoln County USDA Defense Board, Kansas  
Cumberland County USDA Defense Board, Maine  
Adams County USDA Defense Board, Pennsylvania  
Washington County USDA Defense Board, Utah  
Uinta County USDA Defense Board, Wyoming

Colorado USDA State Attack Analysis Staff

4 DISPOSAL

August 1, 1972

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

NATIONAL DEFENSE

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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

November 6, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 14, SUPPLEMENT 3

1973 Emergency Preparedness Achievement Awards  
and Honor Award Nominations

1 PURPOSE

To remind USDA State emergency boards that this year's nominations for emergency preparedness awards for county boards are due in this office on or before January 5, 1973. USDA State Attack Analysis staffs, previously eligible for recognition, no longer exist (see USDA State Emergency Memorandum No. 28).

2 ACTION

A If the State board intends to submit an awards nomination as provided by USDA State Emergency Memorandum No. 14 it shall discuss the selection:

- 1 During the regular semiannual State board meeting, or
- 2 By telephone conference if the regular meeting already has been held.

B Base nominations on:

- 1 The entire membership of a county emergency board. (Nominations for an individual will be made by his agency through agency channels.)
- 2 A county board which has fulfilled not only normal requirements, but by special effort has made an outstanding contribution to emergency preparedness.

C For guidance in making a determination, refer to Attachment A to USDA State Emergency Memorandum No. 14.



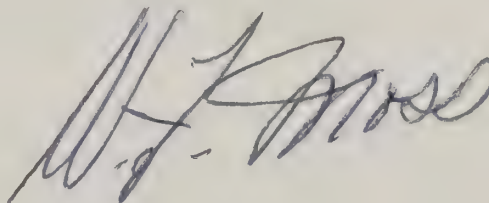


D If a board is selected for nomination for an award:

- 1 Prepare form in accordance with Memorandum No. 14.
- 2 Submit one copy to this office on or before January 5, 1973.
- 3 Retain one copy in State emergency board files.

3 RETENTION

Retain this memorandum supplement until March 1, 1973.

A handwritten signature in dark ink, appearing to read 'W. F. Moss', is written above the typed name.

W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

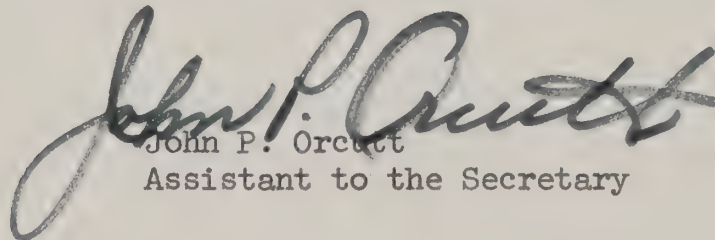
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USDA STATE DEFENSE MEMORANDUM NO. 15

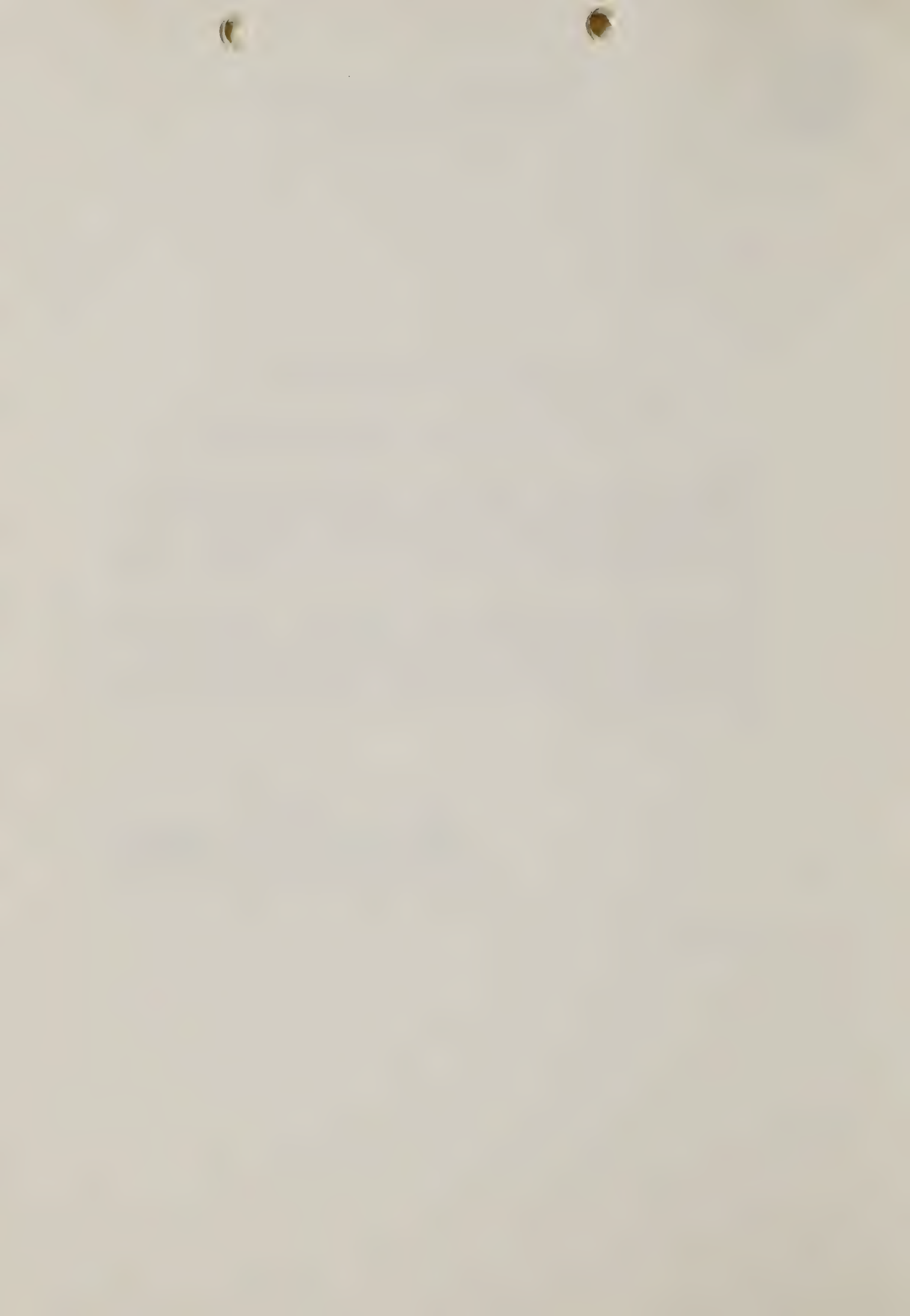
Emergency Preparedness of the Food Industry

Enclosed for your information are questions and answers on emergency preparedness which the "National Association of Refrigerated Warehouses" distributed to its members. Many of these questions and answers would be of interest to other parts of the food trade.

I again want to encourage you to meet with food trade groups and explain the Department of Agriculture plans for emergencies. These answers of how emergency food problems would be met should be useful to you in talking with other parts of the food industry.

  
John P. Orcutt  
Assistant to the Secretary

Enclosure







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

February 26 1971

USDA STATE DEFENSE MEMORANDUM NO. 17

Support for Rural Civil Defense Readiness

1 PURPOSE

To remind USDA State Defense Board members and support staffs that they should provide active support for Rural Civil Defense.

2 BACKGROUND

As a part of the national emergency preparedness program, the Department of Agriculture assists the Department of Defense, Office of Civil Defense in advising farmers and rural residents of measures they should take to protect their families and property in case of an enemy attack on this country. In Executive Order 11490, issued by President Nixon on October 28, 1969, the Department of Agriculture is directed to "Conduct a defense information and education program in support of the Department's emergency responsibilities."

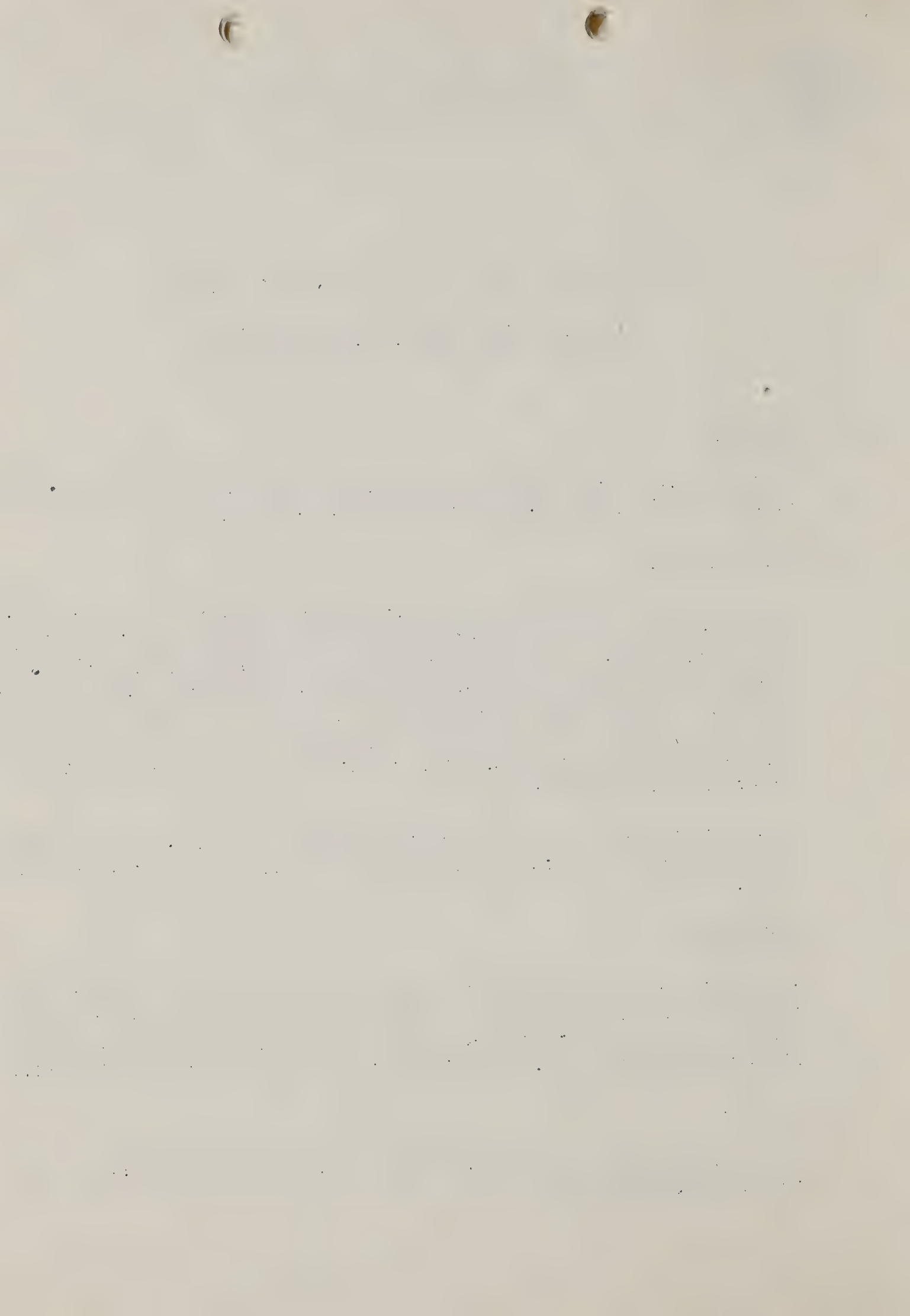
An article by John E. Davis, National Director of Civil Defense, relating to "Effects of Attack on U. S. Agriculture" describes some recent research results.

3 GUIDANCE

The information contained in this article can be useful in training meetings for USDA County Defense Boards and in other meetings with rural people. A copy of the article will be sent under separate cover to the State board chairman and to the ARS and CES representatives on the board.

4 ACTION

At the next meeting of the State defense board allow some time for discussion of the article.

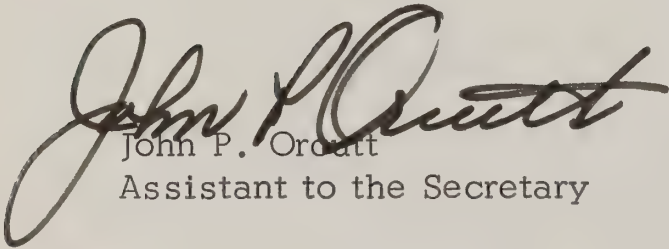


A Ask the ARS representative to provide further discussion on the article as it relates to livestock.

B Ask the CES representative to discuss how this and other pertinent information on the need and ways to protect against nuclear attack can best be brought to the attention of rural people.

5 RETENTION

Retain this memorandum until after the suggested discussions are held.



John P. Orcutt  
Assistant to the Secretary

Dear Mr. [Name] [Address] [City] [State] [Zip]

I am writing to you regarding the [Topic] [Details] [Information]

I am writing to you regarding the [Topic] [Details] [Information]

Sincerely,  
[Signature]



UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE • WASHINGTON, D.C. 20250

May 11, 1971

USDA STATE DEFENSE MEMORANDUM NO. 19

Report on Defense Activities

1 PURPOSE

To announce that you may now release USDA's Report on Defense Activities (dated March 15, 1971) to State government representatives and others outside USDA. Remove the classification "For Official Use Only" from the copies of the report before distributing.

2 DISPOSAL

Discard this memorandum when the indicated action has been taken.

Acting Deputy Administrator  
State and County Operations

NATIONAL DEFENSE

8



AS/4

UNITED STATES DEPARTMENT OF JUSTICE

Attorney General's Office

100-100000

To announce that you may now release this information to the public. This information was obtained from the files of the Federal Bureau of Investigation and is being released to you for your information. The release of this information is not intended to be a statement of the Department of Justice.

100-100000

Discontinue this information when the information is no longer needed.

State and County Operations  
100-100000



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 18 1971

USDA STATE DEFENSE MEMORANDUM NO. 20

National Flood Insurance Program

1 PURPOSE

The purpose of this memorandum is to request that you alert affected farmers of the provisions of the National Flood Insurance Act of 1968, and the consequences of failure to purchase flood insurance. The National Flood Insurance Act of 1968 (Title XII of the Housing and Urban Development Act of 1968, Public Law 90-448) makes available flood insurance on farm houses. For rural areas where this insurance is now available, you are requested to disseminate information concerning provisions for insurance on homes, to farmers and other rural residents of areas where insurance is available. We are especially anxious that farmers and other people in rural areas subject to flooding be informed of key provisions of the Act. One important provision of the Act denies Federal financial assistance to natural disaster flood victims if they have failed to avail themselves of this home flood insurance within one year after it becomes available in their area. There are a number of rural areas where this "grace period" soon expires.

2 DISCUSSION

The National Flood Insurance Program was established under the Housing and Urban Development Act of 1968 to make limited amounts of flood insurance available to property owners in eligible communities by means of a Federal subsidy. In return for this subsidy, the Act requires that State and local governments adopt and enforce land use and control measures that will guide future development of land in flood-prone areas. A 1969 Amendment to the Act expands the definition of flood to include mudslides.

**NATIONAL DEFENSE**



A community or county may qualify for eligibility by submitting to the Federal Insurance Administration in the U. S. Department of Housing and Urban Development, a complete application which meets all of the requirements of the regulations (24 C.F.R. 1910) governing the flood insurance program.

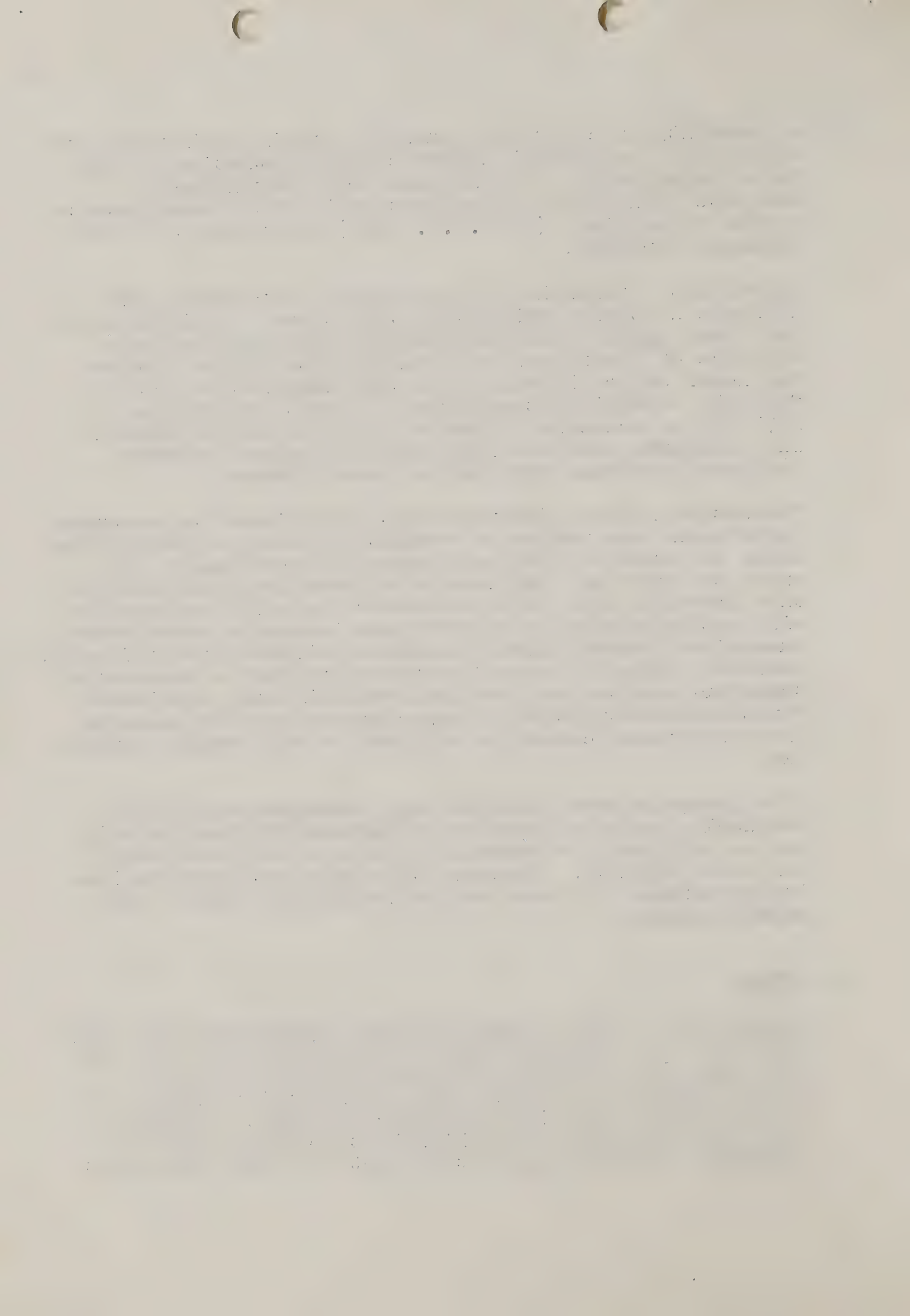
Appropriate officials of the community or county must indicate in their application that there is a local need for flood and/or mudslide insurance coverage and give evidence of their desire to participate in the program. The local officials must also take legislative action formally committing themselves to enact by December 31, 1971 and to maintain in force for areas having special flood hazards adequate land use and control measures designed to reduce exposure to these hazards.

The National Flood Insurance Act is designed to encourage individuals who reside or conduct business in flood-prone areas to purchase insurance against flood damage. In order to avoid any duplication of benefits, the legislation provides that Federal disaster benefits ordinarily will not be available to reimburse losses in areas where subsidized Federal flood insurance policies are available. However, certain types of emergency relief -- evacuation, temporary shelter and feeding, medical care, and loans for the reconstruction of structures for which adequate flood insurance cannot be obtained -- will remain available.

If a property owner does not buy insurance once it is available, and his property is damaged by flood he will not be eligible for Federal disaster relief assistance for that property. However, this does not apply to low-income persons for whom such a restriction would cause undue hardship.

### 3 ACTION

Attached is a list of jurisdictions designated for coverage under the National Flood Insurance Act of 1968. For each area in your State, disseminate as a part of a regular mailing to farmers and other rural residents the information on the flood insurance program. Emphasize that the uninsured are ineligible to receive Federal financial disaster aid in the event of flood subsequent



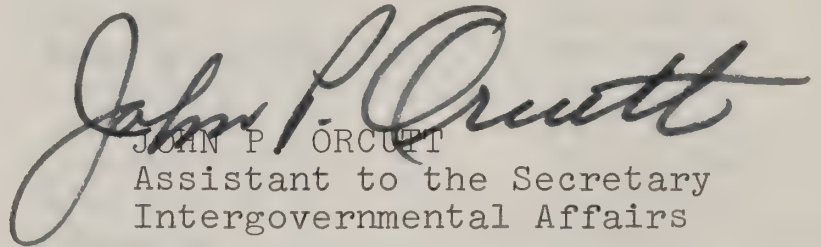


to one year after the effective date of the flood insurance program. Be sure to indicate the cutoff date for the county. We suggest use of the attached letter or one similar to it, adapted to the areas where this insurance is now available.

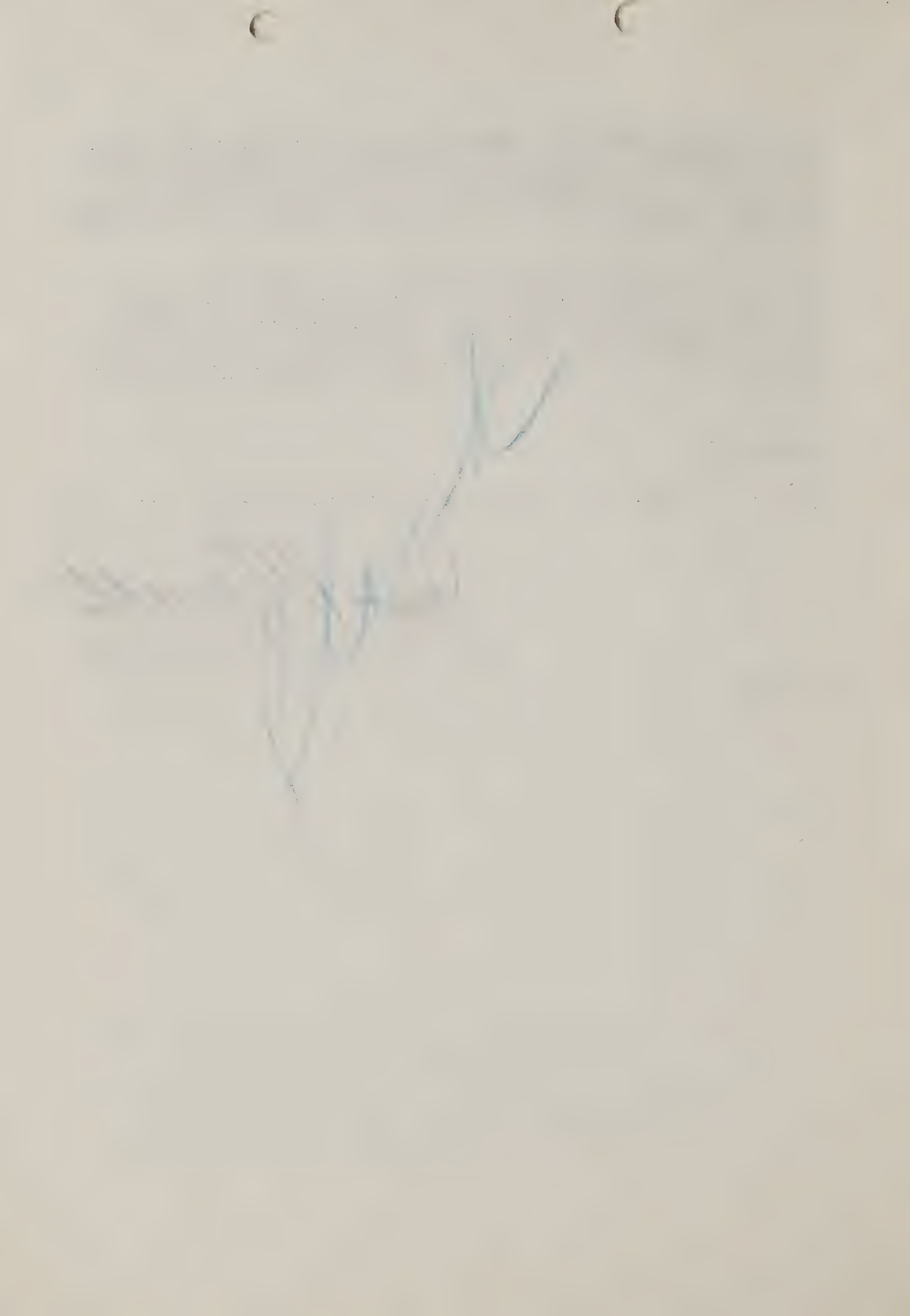
It is suggested that you discuss your proposed letter with representatives of the State Coordinating Agency and the designated insurance servicing office to determine whether or not there are any special considerations in any of the jurisdictions requiring specialized treatment.

4 DISPOSITION

This memorandum may be disposed of after December 31, 1971.

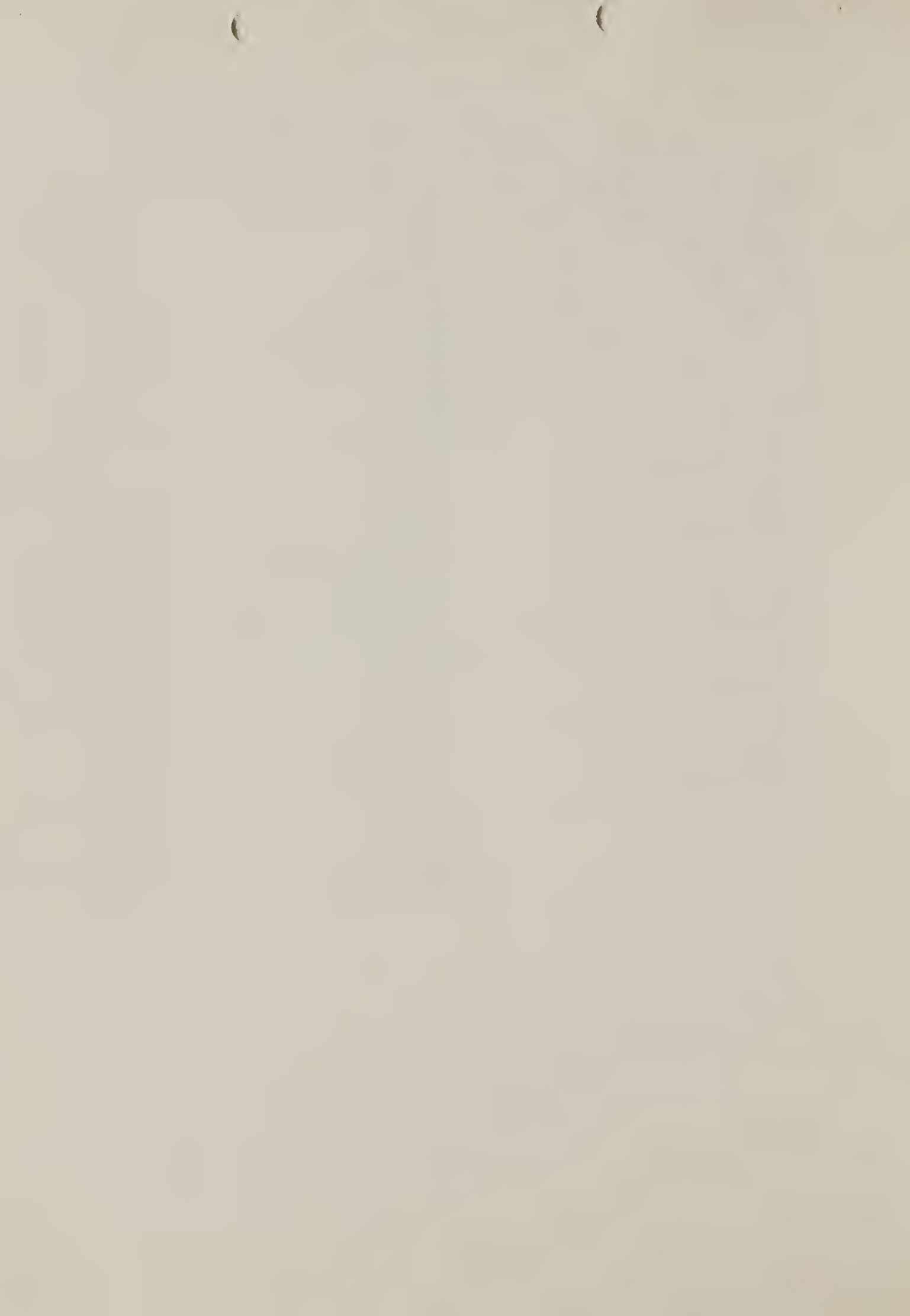
  
JOHN P. ORCUTT  
Assistant to the Secretary  
Intergovernmental Affairs

Attachments



CALIFORNIA (80)

|                            |                  |                         |
|----------------------------|------------------|-------------------------|
| Del Norte County           | Arcadia          | Oakland                 |
| (Lower Klamath River       | Azusa            | Novato                  |
| Watershed, Zone 4)         | Belmont          | Palm Springs            |
| Fresno County              | Bradbury         | Palos Verdes Estates    |
| (unincorporated areas)     | Burbank          | Paramount               |
| Lake County                | Burlingame       | Pasadena                |
| (unincorporated areas)     | Camarillo        | Pleasant Hill           |
| Los Angeles County         | Chula Vista      | Porterville             |
| (unincorporated areas.)    | Concord          | Portola Valley          |
| Marin County               | Corte Madera     | Red Bluff               |
| (unincorporated areas)     | Covina           | Redlands                |
| Napa County                | Duarte           | Riverside               |
| (unincorporated areas)     | El Cerrito       | Rolling Hills Estates   |
| Riverside County           | Fontana          | San Bernardino          |
| (unincorporated areas)     | Fremont          | San Buenaventura        |
| San Bernardino County      | Glendale         | San Diego               |
| (unincorporated areas)     | Glendora         | San Gabriel             |
| San Diego County           | Hawaiian Gardens | San Marino              |
| (unincorporated areas)     | Hayward          | San Rafael              |
| Sonoma County              | Industry         | Seal Beach              |
| (Guerneville and vicinity) | Inglewood        | Sierra Madre            |
| Tulare County              | King City        | Simi Valley             |
| (unincorporated areas)     | Lafayette        | [R] South San Francisco |
| Ventura County             | La Puente        | Sunnyvale               |
| (unincorporated areas)     | Larkspur         | Thousand Oaks           |
| Tehama County              | Loma Linda       | Upland                  |
| (unincorporated areas)     | Long Beach       | Vallejo                 |
| Orange County              | Los Angeles      | Walnut                  |
| (unincorporated areas)     | Martinez         | Walnut Creek            |
|                            | Millbrae         | Woodlake                |
|                            | Monrovia         | Huntington Beach        |
|                            | Montclair        | South Pasadena          |
|                            | Monterey Park    | Pleasanton              |



COLORADO (6) 1

Englewood  
Boulder  
Denver

Lakewood  
Wheat Ridge  
Arvada

CONNECTICUT (3)

Hartford

Torrington

West Hartford

DELAWARE (2)

New Castle County  
Sussex County  
(unincorporated areas)





U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FEDERAL INSURANCE ADMINISTRATION

AREAS ELIGIBLE FOR FLOOD INSURANCE  
THROUGH MAY 7, 1971

[R] Designates Regular Program

ALABAMA (5)

Mobile County  
(unincorporated areas)  
Baldwin County  
(unincorporated areas)

Chickasaw  
Gulf Shores

Mobile

ALASKA (6)

Greater Anchorage Borough  
(Chester and Campbell Creeks)  
Greater Juneau Borough  
(four areas)  
North Star Borough  
[R](Fairbanks and North Pole)

Kenai Peninsula  
(Kenai to Soldotna)

Nenana  
Skagway

ARIZONA (3)

Maricopa County  
(unincorporated areas)  
Santa Cruz County  
(unincorporated areas)

Scottsdale

ARKANSAS (3)

[R]Dardanelle  
Fort Smith

[R]Russellville



PROPOSED LETTER

TO: Farmers and other Rural Residents of \_\_\_\_\_  
County

We wish to call to your attention that you may be eligible to purchase flood insurance coverage on your home. The National Flood Insurance Program operated by the Federal Insurance Administration in the U. S. Department of Housing and Urban Development provides for the sale of limited amounts of flood insurance to owners of certain types of property in eligible communities. Flood insurance on your home is made available by means of a Federal subsidy and may be obtained from your local property and casualty insurance agent or broker.

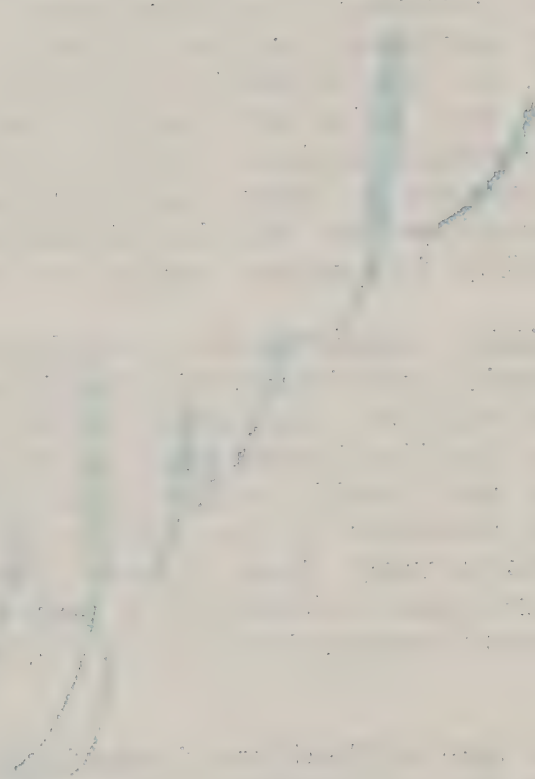
Flood insurance in eligible communities is available to the owners of one to four family residential dwellings, small non-farm business properties and the contents of both in amounts up to \$17,500 for single family homes and up to \$30,000 for two to four family homes and small businesses. Contents coverage is available in amounts up to \$5,000 per dwelling unit. The subsidized rates vary from 40¢ to 70¢ per \$100 of insurance on the structure and between 50¢ and \$1.00 per \$100 of coverage on the contents depending on the type and value of each structure.

Flood insurance policies are effective immediately as issued during the first 30 days the insurance becomes available in an eligible community. Those policies purchased after the first 30 days become effective following a 15-day waiting period.

Warning: The National Flood Insurance Act of 1968 specifies that anyone who does not buy flood insurance in a community which is eligible will not receive Federal financial disaster aid for flood losses that occur after one year from the date a community or county becomes eligible to the extent that loss could have been covered by flood insurance. For the county (city) (town) of \_\_\_\_\_ the year expires (expired) on \_\_\_\_\_.

(

)



*[The following text is extremely faint and illegible due to the quality of the scan. It appears to be several paragraphs of a letter or document.]*



FLORIDA (81)

Brevard County  
(unincorporated areas)

Broward County  
(unincorporated areas)

Charlotte County  
(unincorporated areas)

Collier County  
(unincorporated areas)

Hillsborough County  
(unincorporated areas)

Lee County  
(unincorporated areas)

Manatee County  
(unincorporated areas)

Okaloosa County  
(unincorporated areas)

Palm Beach County  
(unincorporated areas)

Pinellas County  
(unincorporated areas)

Santa Rosa County  
(unincorporated areas)

Sarasota County  
(unincorporated areas)

St. Johns County  
(unincorporated areas)

Walton County  
(unincorporated areas)

Anna Maria

Belleair

Belleair Beach

Belleair Shore

Bradenton Beach

Cape Canaveral

Clearwater

Cocoa Beach

Dade County

Daytona Beach

Daytona Beach Shores

[R]Delray Beach

Dunedin

Everglades

Fort Lauderdale

[R]Fort Myers

Fort Walton Beach

Gainesville

Gulf Breeze

Gulfport

Hastings

[R]Highland Beach

Holmes Beach

[R]Indian Rocks Beach

Indian Rocks Beach -  
South Shore

Key Colony Beach

Key West

[R]Lantana

Largo

Lauderdale by the Sea

Layton

Longboat Key

Lynn Haven

[R]Madeira Beach

[R]Manalapan

Melbourne Beach

Mexico Beach

Monroe County

Naples

Navarre Beach

North Redington Beach

[R]Ocean Ridge

Oldsmar

[R]Okaloosa Island Beaches

Ormond Beach

Palm Beach Shores

Pensacola

Pensacola Beach

Port St. Joe

[R]Punta Gorda

[R]Redington Beach

[R]Redington Shores

Safety Harbor

Sarasota

South Pasadena

St. Augustine

St. Augustine Beach

St. Petersburg

St. Petersburg Beach

Tampa

Tarpon Springs

Tequesta

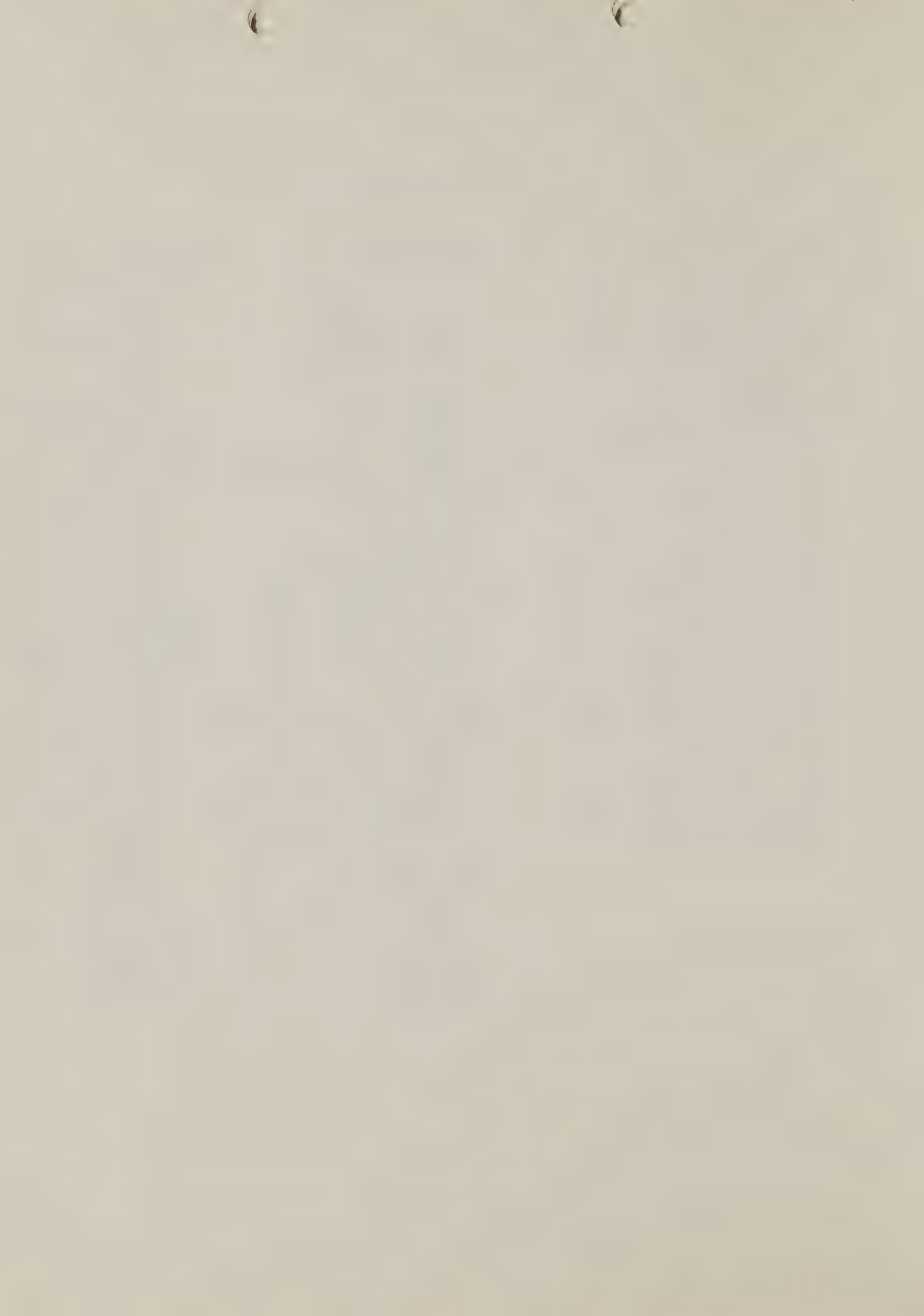
Titusville

[R]Treasure Island

Valparaiso

Venice

Yankeetown



KANSAS (3)

[R]Fairway  
Garden City

Topeka

KENTUCKY (4)

Jefferson County  
(unincorporated areas)

Hazard  
Middlesboro

Louisville

LOUISIANA (13)

City of Baton Rouge and  
East Baton Rouge Parish  
[R]Jefferson Parish  
(unincorporated areas)  
[R]Lafourche Parish  
(unincorporated areas)  
[R]St. Tammany Parish  
(unincorporated areas)  
[R]Terrebonne Parish  
(unincorporated areas)

Baker  
[R]Cameron Parish  
[R]Golden Meadow  
[R]Grand Isle

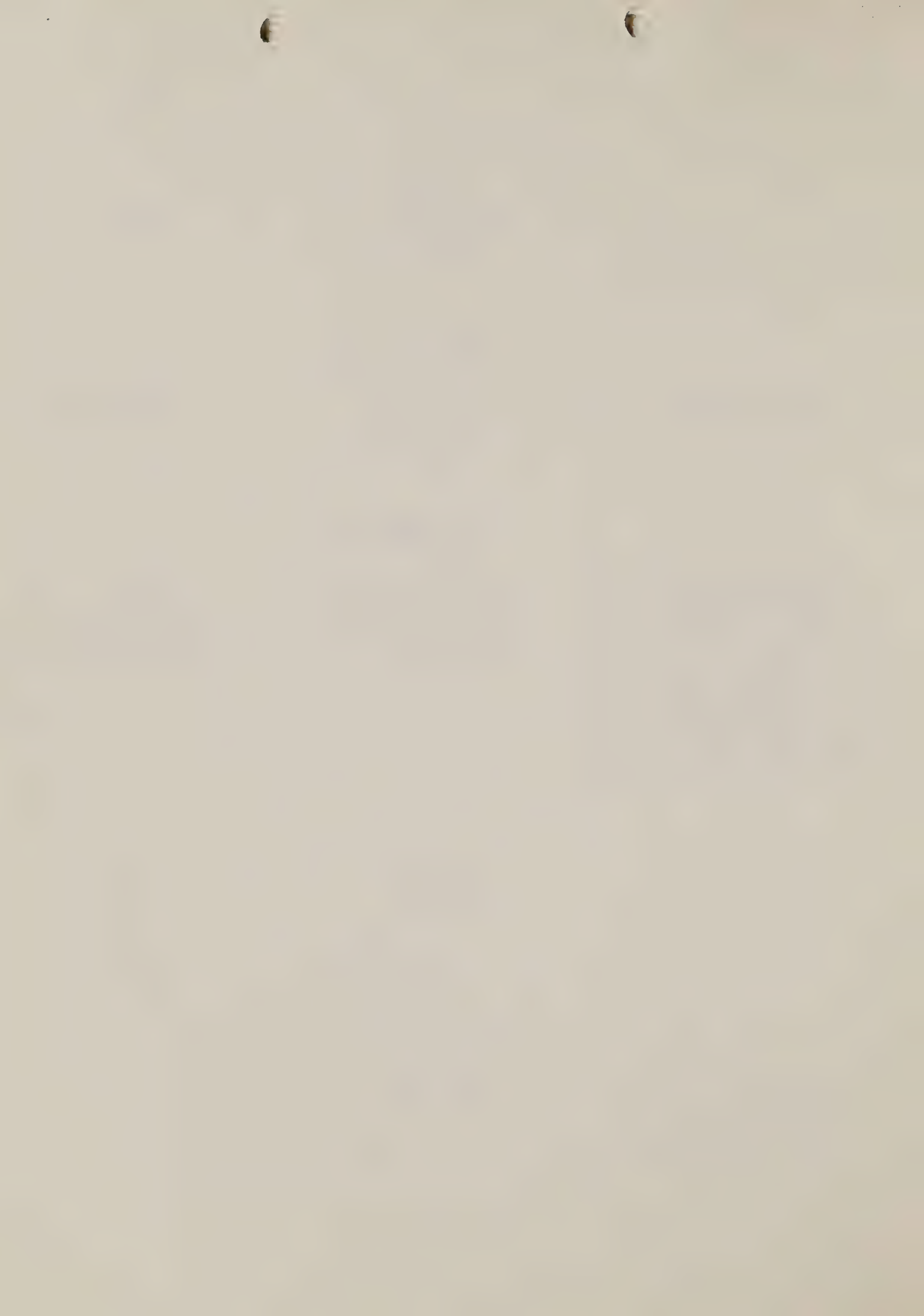
Gretna  
Kenner  
[R]New Orleans  
[R]St. Bernard's Parish

MAINE

MARYLAND (3)

Prince George's County  
(except Laurel)  
Worcester County  
(unincorporated areas)

Ocean City



GEORGIA (9)

Chatham County  
(unincorporated areas)  
DeKalb County  
(unincorporated areas)  
Fulton County  
(unincorporated areas)

Atlanta  
[R]Columbus  
Decatur

Savannah  
Savannah Beach  
Vernonburg

HAWAII (4)

Hilo  
(Hawaii County-Remainder)

Honolulu (City and County) Maui County  
(Island of Oahu) Kauai County

IDAHO

ILLINOIS

INDIANA (1)

Griffith

IOWA (6)

[R]Dubuque  
[R]Fort Dodge

Lansing  
McGregor  
Marquette  
Waterloo





MASSACHUSETTS (9)

Bedford  
Holbrook  
Bourne

Norfolk  
Quincy  
Somerset

Swansea  
Wareham  
Westport

MICHIGAN

MINNESOTA (23)

Blue Earth County  
(unincorporated areas)  
Clay County  
(unincorporated areas)  
Goodhue County  
(unincorporated areas)  
Washington County  
(unincorporated areas)

Afton  
Austin  
Bayport  
Bloomington  
[R]Breckenridge  
Carver  
Chaska  
Lakeland  
Lakeland Shores  
Lake St. Croix Beach  
Lilydale

Mankato  
Montevideo  
Moorhead  
North Mankato  
[R]Rochester  
St. Mary's Point  
St. Paul  
Winona

MISSISSIPPI (13)

[R]Hancock County  
(unincorporated areas)  
[R]Harrison County  
(unincorporated areas)  
[R]Jackson County  
(unincorporated areas)

[R]Bay St. Louis  
[R]Biloxi  
[R]Gulfport  
[R]Hattiesburg  
[R]Long Beach

[R]Moss Point  
[R]Ocean Springs  
[R]Pascagoula  
[R]Pass Christian  
[R]Waveland

MISSOURI (7)

Columbia  
De Soto  
Jefferson City

Mexico  
Newburg  
Smithville  
Pleasant Hill



MONTANA

NEBRASKA (2)

[R]Lincoln  
[R]Omaha

NEVADA

NEW HAMPSHIRE

NEW JERSEY (59)

Atlantic City  
[R]Avalon  
[R]Barnegat Light Borough  
Bay Head  
[R]Beach Haven Borough  
Belmar Borough  
Bloomingdale Borough  
Brick Township  
Brigantine  
Burlington  
[R]Cape May City  
[R]Cape May Point Borough  
Clark Township  
Cranford  
Denville Township  
Dover Township  
[R]Elizabeth  
Ewing Township  
Fairfield Borough  
Lebanon Borough

[R]Harvey Cedars Borough  
Highlands Borough  
Hopewell Township  
Lavallette  
Lincoln Park Borough  
Linden  
[R]Long Beach Township  
Longport Borough  
Manasquan Borough  
Margate City  
Middlesex Borough  
North Plainfield  
[R]North Wildwood  
[R]Oakland  
[R]Ocean City  
Parsippany-Troy Hills  
Township  
Pequannock Township  
Plainfield  
Stockton Borough

Point Pleasant  
[R]Pompton Lakes  
Rahway  
Riverdale  
Rockaway  
Sea Bright  
[R]Sea Isle City  
Seaside Park  
[R]Ship Bottom Borough  
Springfield  
[R]Stone Harbor  
[R]Surf City Borough  
Trenton  
Upper Township  
Ventnor  
Wayne Township  
[R]West Wildwood  
[R]Wildwood  
[R]Wildwood Crest  
Woodbridge Township

NEW MEXICO (1)

Las Cruces





WISCONSIN (49)

Chippewa County  
 (unincorporated areas)  
 Crawford County  
 (unincorporated areas)  
 Dunn County  
 (unincorporated areas)  
 Grant County  
 (unincorporated areas)  
 Jefferson County  
 (unincorporated areas)  
 La Crosse County  
 (unincorporated areas)  
 Marathon County  
 (unincorporated areas)  
 Pepin County  
 (unincorporated areas)  
 Pierce County  
 (unincorporated areas)  
 St. Croix County  
 (unincorporated areas)  
 Wood County  
 (unincorporated areas)  
 Buffalo County  
 (unincorporated areas)

Bay City  
 Beloit  
 Biron  
 Buffalo  
 Cochrane  
 Eau Claire  
 Fort Atkinson  
 Fountain City  
 Janesville  
 [R]La Crosse  
 Chippewa Falls  
 Ferryville  
 Schofield  
 Appleton  
 Cassville  
 Hudson  
 Jefferson  
 Genoa  
 Mosinee

Merrill  
 Mishicot  
 [R]Prairie du Chien  
 Prescott  
 Racine  
 Richland Center  
 Rothschild  
 Soldiers Grove  
 Strum  
 Wausau  
 Wauzeka  
 Lynxville  
 Pepin  
 Stockholm  
 Sheboygan  
 Stoddard  
 Readstown  
 Wisconsin Rapids

WYOMING



NEW YORK (8)

Asharoken  
Brookhaven  
Hanover  
Islip

Long Beach  
Ocean Beach  
(Suffolk County)  
Saltaire  
Westhampton Beach

NORTH CAROLINA (8)

Forsyth County  
(unincorporated areas)  
Dare County  
(Southern Shores)

[R]Franklin  
[R]Greensboro  
Holden Beach

[R]Long Beach  
Winston-Salem  
[R]Wrightsville Beach

NORTH DAKOTA (9)

Cass County  
(unincorporated areas)  
Stark County  
(unincorporated areas)  
Ward County  
[R](areas adjacent to Minot)

Enderlin  
[R]Fargo  
Grand Forks  
Jamestown

[R]Minot  
Pembina

OHIO (5)

[R]Brownhelm Township

Garfield Heights  
Rocky River

Toledo  
[R]Vermilion

OKLAHOMA (6)

Rogers County  
(unincorporated areas)

Claremore  
Comanche

Oklahoma City  
Tulsa  
Stillwater



TENNESSEE (16)

Alcoa  
[R]Elizabethton  
Gatlinburg  
[R]Harriman  
[R]Jefferson City

Jellico  
[R]Johnson City  
Knox County  
[R]Knoxville  
LaFollette

[R]Lake City  
Maryville  
Newport  
[R]Rockwood  
[R]Sevierville  
[R]Tazewell

TEXAS (82)

Aransas County  
(unincorporated areas)  
[R]Brazoria County  
(unincorporated areas)  
[R]Calhoun County  
(unincorporated areas)  
Cameron County  
(unincorporated areas)  
Comal County  
(unincorporated areas)  
Dallas County  
(unincorporated areas)  
[R]Galveston County  
(unincorporated areas)  
[R]Harris County Water Control  
District #60  
Jefferson County  
(unincorporated areas)  
Kleberg County  
(unincorporated areas)  
[R]Matagorda County  
(unincorporated areas)  
Nueces County  
(unincorporated areas)  
Orange County  
(unincorporated areas)  
Refugio County  
(unincorporated areas)  
San Patricio County  
(unincorporated areas)  
Starr County  
(unincorporated areas)

Abilene  
[R]Agua Dulce  
Alvin  
Aransas Pass  
[R]Arlington  
[R]Bay City  
[R]Baytown  
[R]Beaumont  
Brownsville  
Clear Lake City  
[R]Clear Lake Shores  
Cleburne  
Corpus Christi  
Dallas  
Edna  
El Lago  
El Paso  
[R]Freeport  
Friendswood  
[R]Galveston City  
[R]Garland  
Greenville  
[R]Griffing Park  
[R]Groves  
Hallettesville  
Harlingen  
Hillcrest Village  
[R]Hitchcock  
Ingleside  
Irving  
[R]Kemah  
Kenedy  
[R]Kingsville

Lake Jackson  
[R]Lakeview  
(Jefferson County)  
[R]LaMarque  
[R]La Porte  
[R]League City  
Mesquite  
[R]Nassau Bay  
[R]Nederland  
New Braunfels  
[R]Palacios  
Pasadena  
[R]Pear Ridge  
Pinehurst  
Port Aransas  
[R]Port Arthur  
Port Lavaca  
[R]Port Neches  
Refugio City  
Robstown  
Rockport  
San Marcos  
[R]Seabrook  
[R]Seadrift  
Seguin  
Sherman  
[R]Shoreacres  
[R]Sinton  
Sweeny  
[R]Taylor Lake  
[R]Texas City  
Three Rivers  
Victoria  
Webster





UTAH

VERMONT

VIRGINIA (14)

[R]Alexandria  
[R]Arlington County  
[R]Big Stone Gap  
Chesapeake  
Northampton County  
(unincorporated areas)

[R]Cleveland  
Fairfax City  
Fairfax County  
[R]Hampton

Haysi  
Portsmouth  
[R]St. Paul  
[R]Virginia Beach  
Waynesboro

WASHINGTON (2)

Snohomish County  
(unincorporated areas)

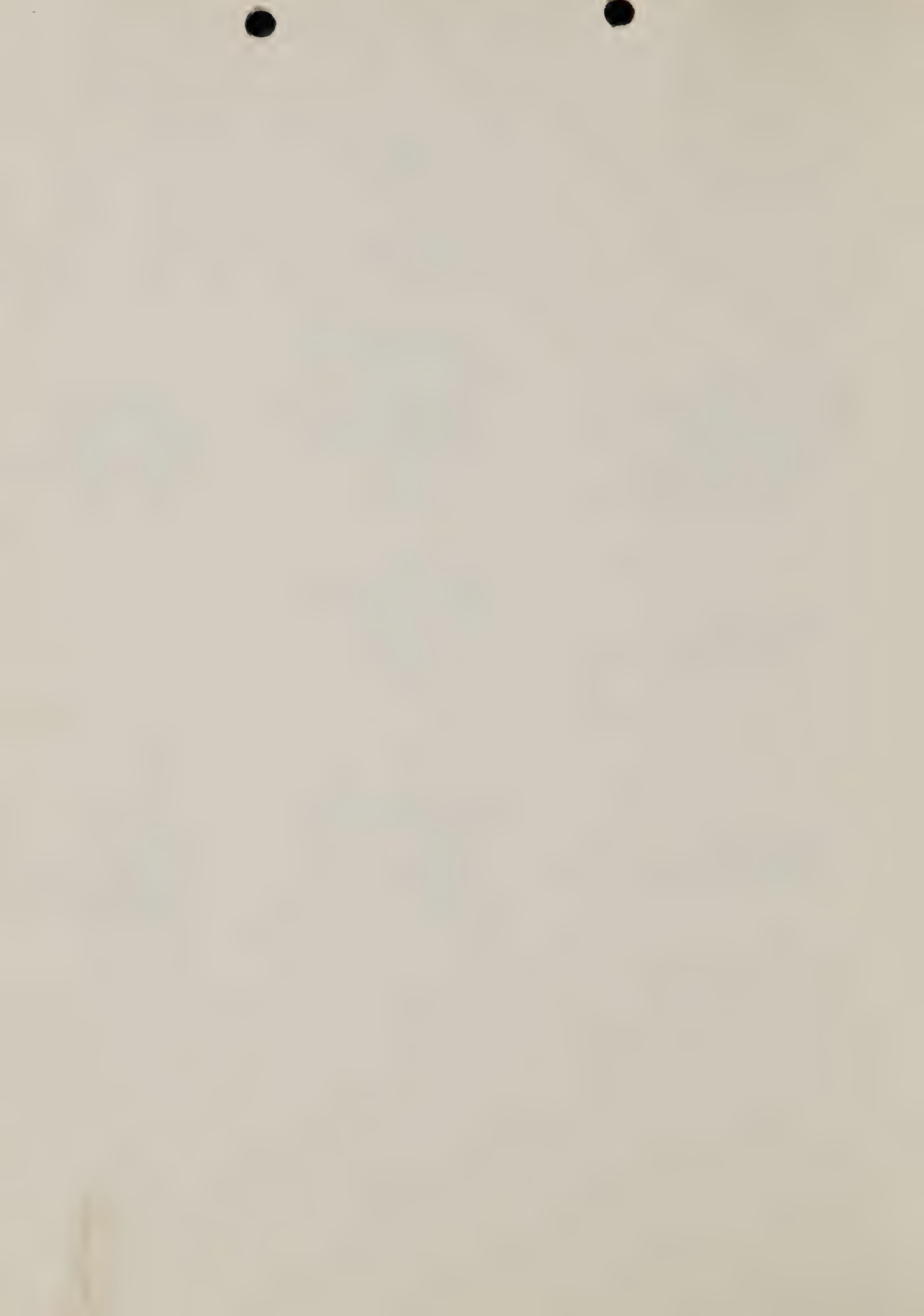
[R]Richland

WEST VIRGINIA (7)

Logan County  
(unincorporated areas)

Chapmanville  
Logan  
Man

[R]Matewan  
Mitchell Heights  
West Logan



OREGON (6)

Clackamas County  
(unincorporated areas)  
Curry County  
(unincorporated areas)  
Jackson County  
(unincorporated areas)  
Josephine County  
(unincorporated areas)  
Lane County  
(unincorporated areas)

Springfield

PENNSYLVANIA (4)

Milton Borough  
Neville Township

Springfield Township  
Tamaqua

RHODE ISLAND (18)

[R]Barrington  
Bristol  
Central Falls  
Charlestown  
Cranston  
East Providence

Jamestown  
[R]Middletown  
Narragansett  
[R]Newport  
North Kingstown  
Pawtucket

[R]Providence  
South Kingstown  
Warren  
Warwick  
Westerly  
Woonsocket

SOUTH CAROLINA (11)

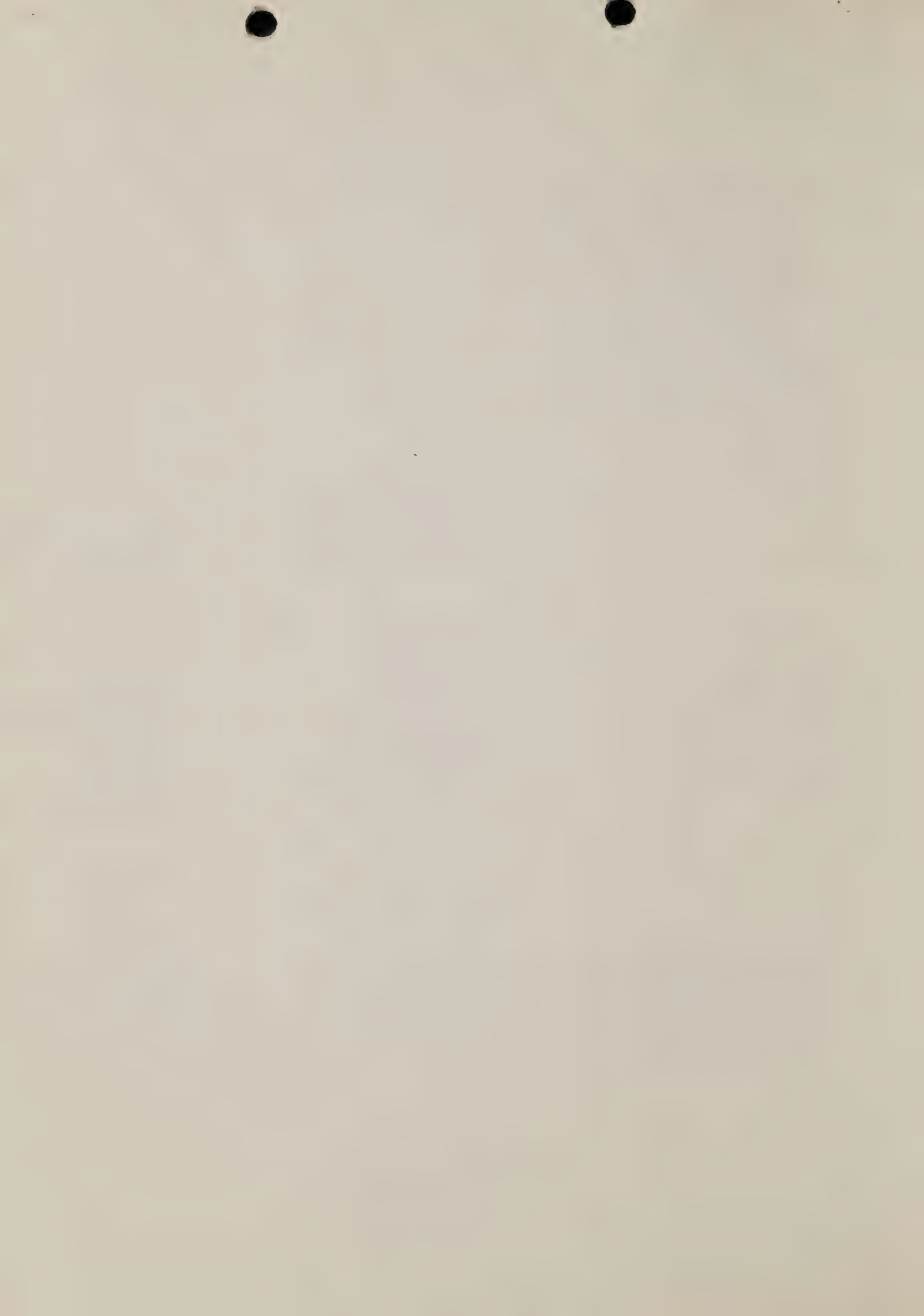
Beaufort County  
(unincorporated areas)  
[R]Charleston County  
(unincorporated areas)  
Georgetown County  
(unincorporated areas)

Beaufort  
[R]Charleston  
[R]Edisto Beach  
[R]Folly Beach

Georgetown  
[R]Isle of Palms  
[R]Mount Pleasant  
[R]Sullivan's Island

SOUTH DAKOTA (1)

Rapid City







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

JUN 25 1971

USDA STATE DEFENSE MEMORANDUM NO. 20, SUPPLEMENT NO. 1

National Flood Insurance

1 PURPOSE

The purpose of this memorandum is to transmit:

- A The "Status of National Flood Insurance Program", which is a current listing (as of June 18, 1971) of areas in your State which are eligible for flood insurance under the National Flood Insurance Program.
- B The name and address of the Coordinating Agency in your State, which is the liaison agency between the communities and the Federal government on flood insurance matters.
- C The name, address and telephone number of the Servicing Company, which is the flood insurance underwriter for National Flood Insurance in your State.

2 BACKGROUND

- A The National Flood Insurance Program is administered by the Department of Housing and Urban Development (HUD). Through this program, flood insurance has been available since early 1970 in some areas of the United States. In early 1971, USDA was requested by HUD to disseminate information on the program. USDA State Defense Memorandum No. 20, dated May 18, 1971 and two attachments (a suggested letter and a listing of areas eligible for flood insurance as of May 7, 1971) were then prepared and distributed.

NATIONAL DEFENSE



- B The attached updated listing entitled "Status of National Flood Insurance Program" shows the dates on which communities became eligible for flood insurance under the emergency program and regular program. Flood insurance, prior to completion of a rate study, is made available through the emergency program. Additional insurance at actuarial rates is made available through the regular program after a rate study has been completed.
- C When additional areas in your State are declared eligible for flood insurance, a supplemental listing of each newly eligible area will be sent to you.

### 3 ACTION

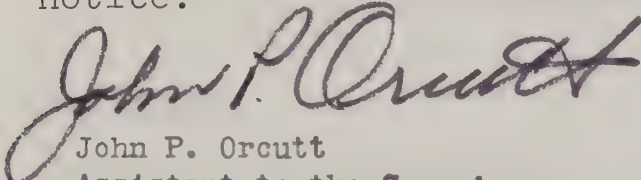
- A Review the attached listing of eligible areas and beginning dates of eligibility. (Also take note of the supplements to the list which you will receive from time to time in the future.)
- B Disseminate as part of a regular mailing to farmers and other rural residents, the information on the flood insurance program outlined in USDA State Defense Memorandum No. 20. (If there are no unincorporated or agricultural areas in your State listed as eligible for flood insurance, no action is necessary.)
- 1 Be sure to indicate the beginning date of eligibility for each area.
  - 2 Emphasize that the uninsured are ineligible to receive Federal disaster relief assistance for that property in event of a flood subsequent to one year after the effective date of the flood insurance program. This provision, however, does not apply to low income persons for whom such a restriction would cause undue hardship.
- C Note the names and addresses of the State Coordinating Agency and the Servicing Company. Contact them as necessary for flood program information.



- D Dispose of the HUD listing (attached to USDA State Defense Memorandum No. 20) showing areas eligible for flood insurance as of May 7, 1971.

4 DISPOSITION

Retain this memorandum and attachments until further notice.



John P. Orcutt  
Assistant to the Secretary

Attachments







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 24, 1972

USDA STATE DEFENSE MEMORANDUM NO. 20, SUPPLEMENT 3

National Flood Insurance

1 BACKGROUND

Since May 1971, the USDA State Defense Boards, through the SDB chairmen, have been responsible for alerting affected farmers of provisions of the National Flood Insurance Program. In the future, that responsibility will be carried out by the Agricultural Stabilization and Conservation Service.

2 ACTION

Dispose of:

- (1) USDA State Defense Memorandum No. 20 and attachments thereto.
- (2) USDA State Defense Memorandum No. 20, Supplement 1 and attachments thereto.
- (3) USDA State Defense Memorandum No. 20, Supplement 2.

3 DISPOSITION

This memorandum may be disposed of when the above action has been taken.

*W. J. Moss*

Assistant to the Secretary  
Intergovernmental Affairs

NATIONAL DEFENSE





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 20 1971

USDA STATE DEFENSE MEMORANDUM NO. 21

Natural Disaster Assistance

1 PURPOSE

To provide USDA State Defense Boards with information which will permit them to assist State officials in the preparation of requests for natural disaster assistance under the "Disaster Relief Act of 1970".

2 BACKGROUND

USDA officials may from time to time be asked to assist State officials in preparation of requests for natural disaster assistance. When such request involves assistance under the "Disaster Relief Act of 1970" (P.L. 91-606), it is essential that USDA people be aware of the Office of Emergency Preparedness (OEP) standards for qualifications for help. The OEP Circular 4000.4B, "Federal Disaster Assistance Program Manual for State Officials" provides helpful information for anyone who will work with State officials on disaster requests. Copies of OEP Circular 4000.4B will be mailed under separate cover.

The most likely situations in which assistance would be requested are:

- A Forest and Grassland Fires: Criteria and procedure for preparation of requests by the State for financial assistance in fighting forest fires under Sec. 225 of P.L. 91-606 are included in Appendix H.
- B Disaster Prevention Work: Under Sec. 221 of P.L. 91-606, OEP may authorize actions to prevent a major



disaster. This authority was used to direct the establishment of and to finance the USDA "Hay Transportation Assistance Program" for the drought areas of Texas and Oklahoma. The procedures for requesting such assistance are covered in Appendix G.

- C Food Assistance: While most needs for food assistance may be met through regular USDA programs, a Presidential major disaster declaration may liberalize the issuance of food stamps to disaster victims. When such assistance is requested by State officials, the Food and Nutrition Service should be requested to advise the State officials.
- D Removal of Damaged Timber: Sec. 242 (d) of P.L. 91-606 authorizes financial assistance after a major disaster to remove damaged timber from some privately owned lands. Information relating to this program is found on page 19 of OEP Circular 4000.4B.

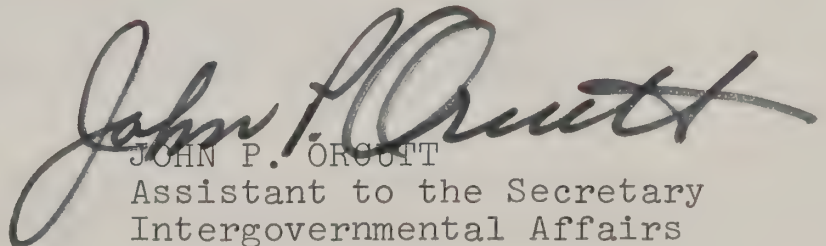
### 3 ACTION

- A Distribute one copy of OEP Circular 4000.4B to each Board member.
- B Each Board member shall acquaint himself and the members of his staff (who may be called on to assist State officials in preparation of disaster requests) with the contents of this memo and OEP Circular 4000.4B.

### 4 RETENTION

Retain this memorandum until further notice.

INSERT  
4 & 5

  
JOHN P. ORCUTT  
Assistant to the Secretary  
Intergovernmental Affairs



THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

REPORT NO. 1234

BY J. D. JARVIS

1962

1234





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

JUL 29 1971

USDA STATE DEFENSE MEMORANDUM NO. 21, SUPPLEMENT NO. 1

Natural Disaster Assistance

1 PURPOSE

To provide each member of USDA State Defense Boards with a copy of OEP Circular 4000.6B "Federal Disaster Assistance Program Manual for Federal Officials and OEP Circular 4000.7B "Federal Disaster Assistance Program Handbook."

2 BACKGROUND

OEP Circulars 4000.6B and 4000.7B, mailed under separate cover, provide instructions, guidance and general information on the application of the Disaster Relief Act of 1970. The Circulars are companion pieces to OEP Circular 4000.4B described in USDA State Defense Memorandum No. 21. The OEP Circulars and the pamphlet, "Natural Disaster Assistance Available from the U. S. Department of Agriculture" (which was sent to you by unnumbered memorandum on January 29, 1971) should provide the basis for answering most natural disaster information requests. Any questions not covered in these publications should be referred to this office.

3 ACTION

- A Distribute a copy of OEP Circular 4000.6B and 4000.7B to each State Board member.
- B Ask each Board member to acquaint himself and appropriate members of his staff with the contents of this memorandum and the OEP Circulars, particularly the first nine pages of OEP Circular 4000.7B.
- C File the extra copies of OEP Circulars 4000.6B and 4000.7B with the related disaster assistance documents described in No. 2 above for convenient reference.

4 PRIOR DOCUMENT SUPERSEDED

Destroy the copy of OEP Circular 4000.7 "Federal Disaster Assistance Handbook for Government Officials" which was sent to each State

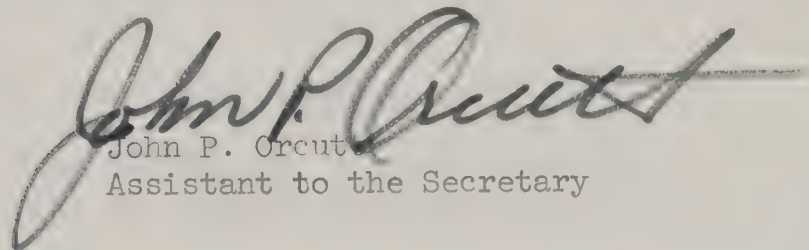
NATIONAL DEFENSE 8



Defense Board Chairman by an unnumbered memorandum from the Acting Deputy Administrator, State and County Operations, ASCS on December 3, 1968.

5 RETENTION

Retain OEP Circulars 4000.6B and 4000.7B until further notice. This memorandum may be disposed of when the actions outlined above have been taken.

  
John P. Orcutt  
Assistant to the Secretary

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1863. It is a very important document, as it contains the President's message to Congress regarding the state of the Union and the progress of the war.

2. The second part of the document is a report from the Secretary of the War Department, dated January 10, 1863. It contains information regarding the military operations and the state of the army.

3. The third part of the document is a report from the Secretary of the Navy, dated January 10, 1863. It contains information regarding the naval operations and the state of the navy.

4. The fourth part of the document is a report from the Secretary of the Interior, dated January 10, 1863. It contains information regarding the land and mineral resources of the United States.



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

FEB 2 1972

USDA STATE DEFENSE MEMORANDUM NO. 21  
Supplement 2

National Disaster Assistance

1 PURPOSE

To provide each member of USDA State defense boards with a copy of the following:

OEP Circular 4000.6B CHI, "Manual for Federal Officials"

OEP Circular 4000.10A, "The President's Disaster Assistance Program--The National Guide for Federal Disaster Assistance"

Executive Order 11575, Delegating Natural Disaster Authorities Provided by the Disaster Relief Act of 1970 (P.L. 91-606)

2 BACKGROUND

- A OEP Circular 4000.6BCHI covers new provisions made for final inspections to be done as the work in each category under P.L. 91-606 is completed rather than waiting for all the work in each project application. This change augments OEP Circular 4000.6B distributed to board members in July 1971.
- B OEP Circular 4000.10A provides guidance on assistance by Federal agencies with emphasis given to policy, planning and procedure aspects necessary for handling of Presidentially declared disasters. OEP Circular 4000.10A also describes the Federal agency disaster relief assignments. In reviewing the USDA and other agency assignments it should be noted that they are very general in wording. While P.L. 91-606 gave the President the authority to direct Federal agencies to undertake disaster work, the Executive Order 11575 which delegated some of these authorities to OEP made his authority "subject to the consent of the agency head concerned in each case". Our legal staff advises that this means that OEP can assign disaster relief work to other agencies only if the agency head concurs. For example, the agency head may want to concur only if OEP finances the costs for the





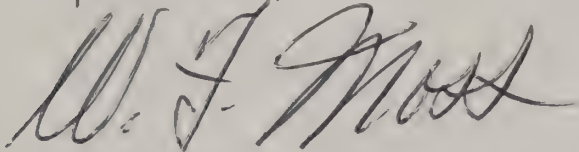
work involved. Since this is not indicated in Circular 4000.10A, a copy of the Executive Order 11575 is enclosed with the applicable section underlined. You should check with your agency head before accepting any natural disaster assignment from OEP.

### 3 ACTION

- A Distribute one copy of OEP Circular 4000.6B CH1 and 4000.10A to each State defense board member.
- B Ask each holder of OEP Circular 4000.6B to substitute new pages 13 and 13a (OEP Circular 4000.6B CH1) for page 13 in the current OEP Circular 4000.6B.
- C File Executive Order 11575 with OEP Circular 4000.10A.
- D Have each board member acquaint himself and appropriate members of his staff with the contents of this memorandum and the OEP circulars.
- E File the extra copies of OEP Circulars 4000.6B CH1 and 4000.10A with the related disaster assistance documents (OEP Circulars 4000.4B, 4000.6B and 4000.7B) already on hand.

### 4 RETENTION

Retain OEP Circulars 4000.6B CH1, 4000.10A and E. O. 11575 until further notice. This memorandum may be destroyed when the requested actions have been taken.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 13, 1972

USDA STATE DEFENSE MEMORANDUM NO. 25

Flash Report of Sudden Natural Disaster  
or Threat of Major Natural Disaster

1 PURPOSE

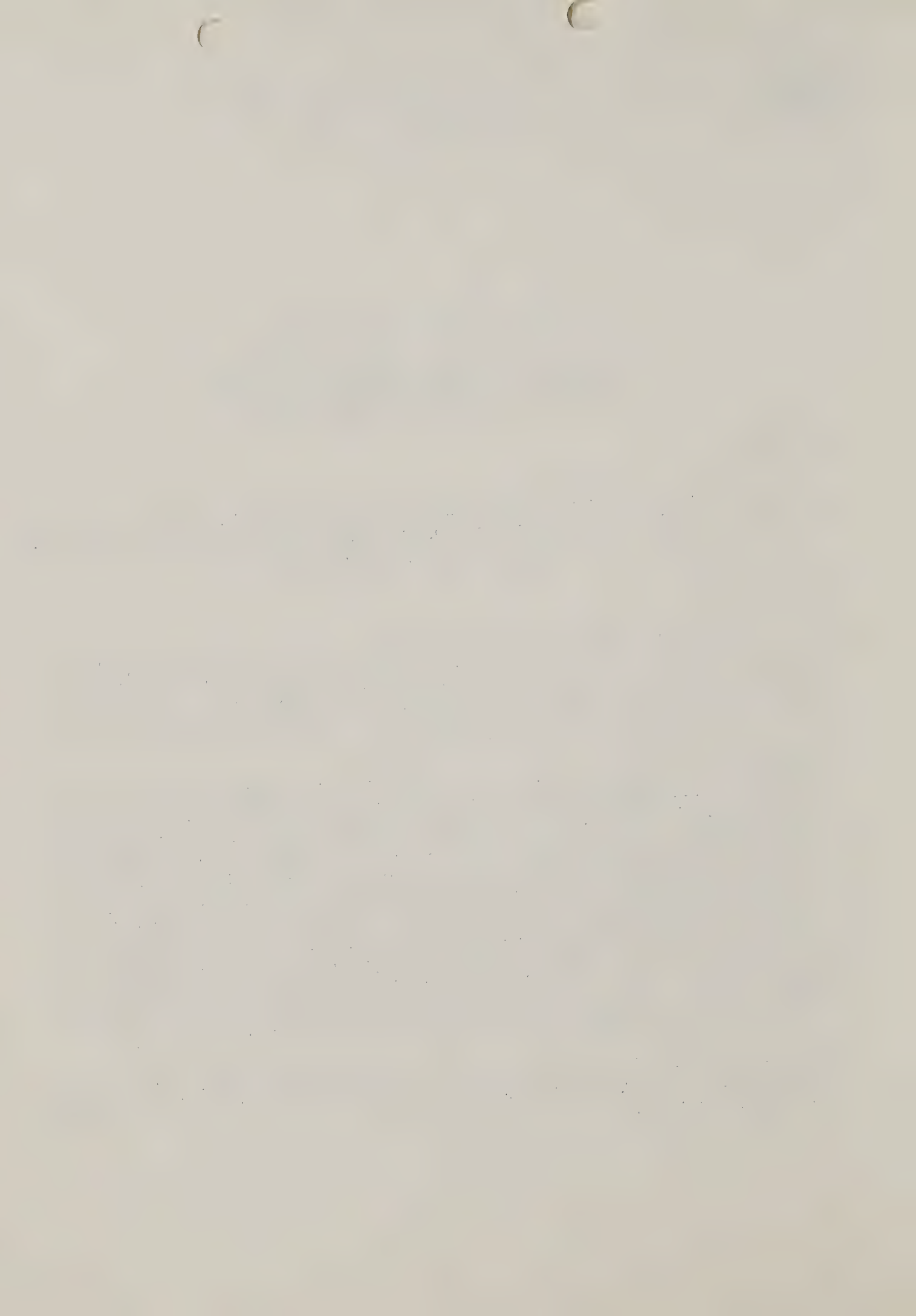
To provide a systematic procedure for rapid reporting of sudden natural disasters which may require resources from outside of the county in which it occurs and threats of major natural disasters.

2 BACKGROUND

It is important that adequate information on the nature and scope of a sudden natural disaster or impending major disaster be available as soon as possible both in the field and in Washington. It is equally important to know what steps are being taken or considered by USDA agencies to alleviate disaster effects.

At State and county levels, the USDA State and county defense board chairmen will consult with or assemble their board members and others as required to coordinate disaster information of this type using the form entitled "USDA Sudden Natural Disaster Flash Report" ASCS-721 (Exhibit 1) as a worksheet. This is in accordance with provisions of Chapter 5, Title 1 of the USDA Administrative Regulations. These Regulations provide in part that "Each USDA agency which administers a natural disaster program through offices within the State shall keep the chairman of the USDA State and county defense boards informed of its actions. . . ." The Regulations also state that "USDA State and county defense board chairmen are responsible for exchanging disaster information among USDA and other government agencies needing it."

Examples of disasters covered by this instruction are hurricanes, tornados, fires, tidal waves, floods, extensive power outages, earthquakes and major freezes.



3 ACTION

## A The State defense board chairman will:

- 1 Reproduce the form ASCS-721 in sufficient quantity to:
  - a Distribute one or more copies of the form to each State defense board member. (Item 3C below provides instructions on use of the form at the State level.)
  - b Distribute at least five copies of the form to each county defense board chairman. Request each county defense board chairman to provide one or more copies to each board member.
- 2 Provide instructions to each county defense board chairman based on 3B below.

## B Each USDA county defense board chairman, or in his absence his successor, will take the following actions whenever a sudden natural disaster occurs or a major natural disaster is threatened:

- 1 Find out through any means available the nature of the disaster or threatened disaster in order to complete Items 1 through 6 on form ASCS-721, April 1972 (Exhibit 1).
- 2 Telephone this flash report immediately to the USDA defense board chairman:
  - (a) During Office Hours. At his regular office.
  - (b) At Other Times. At his residence.
- 3 Consult with defense board members, representatives of local civil defense and others by phone or meeting in order to update as necessary Items 1 through 6 and to complete Items 7 through 11 of form ASCS-721.
- 4 Telephone this second report not later than twenty hours after onset of the disaster to the State defense board chairman using the procedure in B2 above.
- 5 Submit follow-up reports whenever warranted.







C The USDA State defense board chairman, or in his absence his successor, will:

- 1 Summarize the flash reports obtained from the county defense board chairmen and data from other available sources covering Items 1 through 6 of form ASCS-721. (NOTE: If county defense board chairmen are unable to report quickly and data from other sources are available, do not wait for county reports.)
- 2 Send this flash report summary immediately:
  - (a) During Office Hours. By telephone to the appropriate field office of OIA and by teletype to ASCS Washington (addressed to the ASCS Area Director, Attention: EP Division).
  - (b) At Other Times. If unable to reach the appropriate OIA official, by telephone to the Emergency Duty Officer, Washington, D. C., 202-388-2212 and teletype to ASCS Washington (addressed to the ASCS Area Director, Attention: EP Division.)
- 3 Summarize on form ASCS-721, all information in Items 1 through 11 received in the second report from county defense boards and supplement it by consulting with State defense board members and other individuals or in a meeting.
- 4 Within 24 hours after onset of the disaster or threat of disaster, submit this second report according to procedure indicated in C2 above.
- 5 Prepare teletype messages to report by item number the data included on form ASCS-721. (See Exhibit 2.)
- 6 Submit follow-up reports whenever warranted.

#### 4 RELATION TO AGENCY INSTRUCTIONS

These reporting procedures in no way affect or alter disaster reporting procedures of individual USDA agencies.

#### 5 RETENTION

Until permanent handbook instructions have been issued.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs



SAMPLE - To Be Reproduced Locally

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
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| ASCS-721<br>April 1972                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                             |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| USDA SUDDEN NATURAL DISASTER FLASH REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| <p>NOTE: Complete Items 1-6 immediately and entire report not later than 24 hours after a disaster strikes. When a major natural disaster threatens, it also is to be reported.</p> <p>State - During office hours, telephone report to appropriate OIA field office and teletype to ASCS Washington. If unable to reach appropriate OIA office and in other than normal office hours, telephone information to Emergency Duty Officer, Washington, D. C., 202-388-2212. Teletype to ASCS Washington as soon as possible.</p> <p>County - During office hours, telephone information to USDA State Defense Board Chairman. In other than normal office hours, telephone information to Chairman at his residence. If unable to reach the Chairman, call his successor at the successor's residence.</p>                                                                                                                                                                                                                                                                       |                                             |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| (1)<br>State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | (2)<br>Areas Affected<br>County or Counties | (3)<br>Date & Time<br>of Disaster | Reported  |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |                                   | (4)<br>By | (5)<br>Date & Time |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                             |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| <p>(6) Brief description of disaster (or situation threatening to become a major disaster). Include type and specific location.</p> <p>(7) Briefly describe any USDA action taken at time of report.</p> <table border="0"><tr><td>(8) Indicate USDA Disaster Assistance That May Be Required</td><td>(9) Estimated Number of Livestock Lost</td></tr><tr><td><table border="0"><tr><td></td><td><u>YES</u></td><td><u>NO</u></td></tr><tr><td>Food</td><td>_____</td><td>_____</td></tr><tr><td>Fire</td><td>_____</td><td>_____</td></tr><tr><td>Emergency Credit</td><td>_____</td><td>_____</td></tr><tr><td>Livestock Feed</td><td>_____</td><td>_____</td></tr><tr><td>ECM</td><td>_____</td><td>_____</td></tr></table></td><td><table border="0"><tr><td>Cattle</td><td>_____</td></tr><tr><td>Hogs</td><td>_____</td></tr><tr><td>Sheep</td><td>_____</td></tr><tr><td>Poultry</td><td>_____</td></tr></table></td></tr></table> <p>(10) Estimate acreage of farmland affected. _____</p> <p>(11) Are telephone communications operative in disaster area? _____</p> |                                             |                                   |           |                    | (8) Indicate USDA Disaster Assistance That May Be Required | (9) Estimated Number of Livestock Lost | <table border="0"><tr><td></td><td><u>YES</u></td><td><u>NO</u></td></tr><tr><td>Food</td><td>_____</td><td>_____</td></tr><tr><td>Fire</td><td>_____</td><td>_____</td></tr><tr><td>Emergency Credit</td><td>_____</td><td>_____</td></tr><tr><td>Livestock Feed</td><td>_____</td><td>_____</td></tr><tr><td>ECM</td><td>_____</td><td>_____</td></tr></table> |       | <u>YES</u> | <u>NO</u>        | Food  | _____ | _____          | Fire  | _____ | _____ | Emergency Credit | _____ | _____                                                                                                                                                                            | Livestock Feed | _____ | _____ | ECM   | _____ | _____ | <table border="0"><tr><td>Cattle</td><td>_____</td></tr><tr><td>Hogs</td><td>_____</td></tr><tr><td>Sheep</td><td>_____</td></tr><tr><td>Poultry</td><td>_____</td></tr></table> | Cattle | _____ | Hogs | _____ | Sheep | _____ | Poultry | _____ |
| (8) Indicate USDA Disaster Assistance That May Be Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | (9) Estimated Number of Livestock Lost      |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| <table border="0"><tr><td></td><td><u>YES</u></td><td><u>NO</u></td></tr><tr><td>Food</td><td>_____</td><td>_____</td></tr><tr><td>Fire</td><td>_____</td><td>_____</td></tr><tr><td>Emergency Credit</td><td>_____</td><td>_____</td></tr><tr><td>Livestock Feed</td><td>_____</td><td>_____</td></tr><tr><td>ECM</td><td>_____</td><td>_____</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                             | <u>YES</u>                        | <u>NO</u> | Food               | _____                                                      | _____                                  | Fire                                                                                                                                                                                                                                                                                                                                                             | _____ | _____      | Emergency Credit | _____ | _____ | Livestock Feed | _____ | _____ | ECM   | _____            | _____ | <table border="0"><tr><td>Cattle</td><td>_____</td></tr><tr><td>Hogs</td><td>_____</td></tr><tr><td>Sheep</td><td>_____</td></tr><tr><td>Poultry</td><td>_____</td></tr></table> | Cattle         | _____ | Hogs  | _____ | Sheep | _____ | Poultry                                                                                                                                                                          | _____  |       |      |       |       |       |         |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>YES</u>                                  | <u>NO</u>                         |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Food                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                       | _____                             |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Fire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                       | _____                             |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Emergency Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | _____                                       | _____                             |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Livestock Feed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | _____                                       | _____                             |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| ECM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | _____                                       | _____                             |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Cattle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | _____                                       |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Hogs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | _____                                       |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Sheep                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | _____                                       |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |
| Poultry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | _____                                       |                                   |           |                    |                                                            |                                        |                                                                                                                                                                                                                                                                                                                                                                  |       |            |                  |       |       |                |       |       |       |                  |       |                                                                                                                                                                                  |                |       |       |       |       |       |                                                                                                                                                                                  |        |       |      |       |       |       |         |       |

20



SAMPLE WIRE

83184

FM: NEBR

TO: Area Director

USDA SUDDEN NATURAL DISASTER FLASH REPORT

- (1) Nebraska
- (2) Burt and Cuming Counties
- (3) 3/5/72 10:30 P.M. CST
- (4) Mintling, State Board Chairman
- (5) 3/6/72 12:00 A.M. CST
- (6) Tornado - path 2 miles wide, 20 miles long, West Point to 5 miles northeast of Oakland
- (7) FNS consulted with Red Cross re availability of school lunch supplies for feeding evacuees. Feeding underway.
- (8) Food - Yes  
Fire - No  
Credit - Yes  
Livestock Feed - No  
ECM - Yes
- (9) Cattle - 3,000  
Hogs - 3,500  
Sheep - None  
Poultry - 10,000
- (10) 25,000 Acres
- (11) No

Signature of Sender (Mintling, State Board Chairman)

Local Time (13 0 5)







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

August 17, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 25  
SUPPLEMENT 1

Flash Report of Sudden Natural Disaster and Threat of Major  
Natural Disaster

1 PURPOSE

To announce change in telephone number of Emergency Duty Officer at USDA national headquarters.

2 ACTION

A State emergency board chairman will:

- 1 Request all State-level recipients of USDA State Emergency Memorandum No. 25 and Form ASCS-721 to:
  - (a) Change telephone number in paragraph 3 C 2 (b) of Memorandum No. 25 from 202-388-2212 to 202-447-2212.
  - (b) Make same change under "NOTE" on the upper portion of "USDA Sudden Disaster Flash Report."
- 2 Make certain that this change is reflected on any copies of Form ASCS-721 distributed in the future.

3 RETENTION

Until November 1, 1972.

W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs

NATIONAL DEFENSE 8



## Secretary's Correspondence Jacket

## INSTRUCTIONS

This jacket is for use in covering a letter prepared by a USDA agency for signature in the Office of the Secretary.

Follow procedures outlined in the U. S. Government Correspondence Manual, as supplemented by USDA instructions.

Answer all correspondence within prescribed time limits.

If this jacket carries a number preceded by the designation "SEC," route it through or call the Secretary's Records Section, ext. 3337, when passing it to another agency.

TO  
Chairmen, USDA State  
Emergency Board

DATE

JACKET NO.

ASCS/EP-36

FILE DESIGNATION

## SUMMARY

# USDA State Emergency Memorandum No. 25

## Supplement 1

80

|                                  |                 |                                       |                 |
|----------------------------------|-----------------|---------------------------------------|-----------------|
| REF. (1)<br><b>Simons</b>        | DATE            | REF. (4)<br><i>McMahon</i>            | DATE<br>8-11-72 |
| REF. (2)<br><b>DASCO (Smith)</b> | DATE<br>8-10-72 | REF. (5)<br><b>Woss</b>               | DATE<br>8-16-72 |
| REF. (3)<br><i>Person</i>        | DATE<br>8-11-72 | REF. (6)<br><b>Lester</b> <b>ASCS</b> | DATE<br>8-17-72 |
| AGENCY ACKNOWLEDGMENT (✓)        |                 | INTERIM REPLY (✓)                     |                 |
|                                  |                 | FINAL REPLY (✓)                       |                 |

|                                    |                    |              |      |
|------------------------------------|--------------------|--------------|------|
| INTERIM REPLY PREPARED IN (Agency) | DIVISION OR OFFICE | DICTATED BY  | DATE |
| FINAL REPLY PREPARED IN (Agency)   | DIVISION OR OFFICE | DICTATED BY  | DATE |
| ASCS                               | EP                 | C. A. Lester |      |

IF THE LETTER IS REWRITTEN IN OTHER THAN THE PREPARING AGENCY, THE REWRITING AGENCY SHALL

- (a) Type on all copies of the redrafted letter the name of the originating agency and the initials of the original dictator
- (b) Place the canceled salmon copy of the original draft beneath the salmon copy of the rewritten letter
- (c) Furnish the following information

|                       |                    |             |      |
|-----------------------|--------------------|-------------|------|
| REWRITTEN IN (Agency) | DIVISION OR OFFICE | DICTATED BY | DATE |
|                       |                    |             |      |

## REMARKS-SPECIAL INSTRUCTIONS-

Processed for Reproduction  
Records & Directives Div.

| SENT TO                   | DATE    | SENT TO | DATE |
|---------------------------|---------|---------|------|
| 1 Mr. Simons              | 8/10/72 | 8       |      |
| 2 DASCO, Rm. 243-W Admin. |         | 9       |      |
| 3 <i>Mr. Kelly</i>        | 8/16    | 10      |      |
| 4                         |         | 11      |      |
| 5                         |         | 12      |      |
| 6                         |         | 13      |      |
| 7                         |         | 14      |      |

PRIORITY - HANDLE PROMPTLY  
KEEP THIS JACKET ON TOP OF CORRESPONDENCE AT ALL TIMES

11

RECEIVED FOR THE DIRECTOR  
GENERAL INVESTIGATIVE DIVISION  
JAN 10 1964





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

APR 13 1972

USDA STATE DEFENSE MEMORANDUM NO. 26

Defense Board Meetings and Preemergency Defense Reporting

1 PURPOSE

To establish a new policy with respect to the frequency of regular defense board meetings and the frequency and content of preemergency defense reports.

2 BACKGROUND

The Under Secretary's memorandum of June 2, 1970 established a policy that USDA State and county defense board meetings should be held no less than once each four month period and no more often than once each three month period except in emergencies. The necessary frequency of defense board meetings has been reexamined and it now appears that the minimum meeting frequency requirement can be further reduced without jeopardizing defense readiness.

Reducing meeting frequency will also permit some simplification of preemergency defense reporting.

It is emphasized that reducing meeting frequency and simplifying defense reporting in no way alters basic responsibility of State and county defense boards to be ready to act effectively in an emergency. It remains the obligation of each USDA agency to be sure that regular board members attend meetings and that they be represented by a designated successor whenever their absence is unavoidable.

3 POLICY

A Meeting Frequency

USDA State and county defense boards shall hold regular meetings no less than twice a year although additional special meetings may be scheduled by the chairman, or by representatives of OIA where a need exists. Specially called meetings may involve the full board or part of a board depending on the purpose of the meeting and the agenda items.

NATIONAL DEFENSE 8





B Timing of Meeting

The two regular meetings of the county defense boards should be held in quarters beginning January 1 and July 1 and the two regular meetings of State boards should be held during quarters beginning April 1 and October 1. This will permit a training exercise to be carried out in one quarter by county boards with results forwarded to State boards for review and action in the succeeding quarter.

C Notice of Regular and Special Meetings and Meeting Agenda

Each board chairman has a responsibility in cooperation with his board to make certain that:

- 1 Meeting dates are set well in advance. (Special meetings may be called on short notice when urgent conditions require prompt action.)
- 2 Each board meeting has a significant agenda and that it is distributed to members in advance.

D Regular Preemergency Defense Reporting

USDA State and county defense boards will report their defense activities twice a year. No meeting minutes (other than highlights included in the semiannual reports) will be submitted.

- 1 State Level. The State board chairman will submit his report so that one clear copy which will be reproduced at national headquarters will be received by the ASCS Area Director by January 10 and July 10. (Appropriate distribution will also be made to board members, State civil defense and others as required.) This report will cover activities in the preceding six months period including:
  - (a) Highlights of State board meeting held. Include a list of defense board members attending in order of line of succession to chairmanship. Also list successors and others attending.
  - (b) Other defense and natural disaster activities.
  - (c) Number of county defense board meetings held. (List by name any county where the board did not meet and the reason why.)

1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future.

2. The second part of the paper discusses the role of the government in the development of the United States. It is argued that the government has played a crucial role in the development of the country, and that its actions have been guided by a set of principles that have been passed down from generation to generation.

3. The third part of the paper discusses the role of the individual in the development of the United States. It is argued that the individual has played a crucial role in the development of the country, and that his actions have been guided by a set of principles that have been passed down from generation to generation.

4. The fourth part of the paper discusses the role of the future in the development of the United States. It is argued that the future is a time of great opportunity, and that it is up to us to make the most of it.

5. The fifth part of the paper discusses the role of the present in the development of the United States. It is argued that the present is a time of great opportunity, and that it is up to us to make the most of it.

6. The sixth part of the paper discusses the role of the past in the development of the United States. It is argued that the past is a time of great opportunity, and that it is up to us to make the most of it.

7. The seventh part of the paper discusses the role of the future in the development of the United States. It is argued that the future is a time of great opportunity, and that it is up to us to make the most of it.

8. The eighth part of the paper discusses the role of the present in the development of the United States. It is argued that the present is a time of great opportunity, and that it is up to us to make the most of it.

- (d) Any change in the number of county boards in the State, name of counties involved. (Explain the reason).
- (e) Any situation which has resulted in someone other than the ASCS County Executive Director becoming the county board chairman, name of county and name and title of individual.
- (f) Results of any exercise held during the reporting period.
- (g) Other significant activities or problems.

2 County Level. Each county board chairman will submit his report so it will be received by the State board chairman by October 10 and April 10. (The county board chairman will also make distribution to board members, local civil defense and others as required.) The report will cover activities in the preceding six months period including:

- (a) Highlights of county board meeting held.
- (b) List of members and others attending.
- (c) Results of exercise and other defense activities.

E Reporting Matters Which Require Action (Except Defense Alerting)

- 1 County boards will not wait for the regular report in order to inform the State board chairman of any problems, information, or inquiries which require immediate attention.
- 2 The State board chairman will report to the ASCS Area Director by separate memorandum or teletype any matters which require prompt attention.
- 3 If sudden disasters are involved, the reporting procedure outlined in USDA State Defense Memorandum No. 25 will be followed.

F Reporting Special Meetings

Special meetings shall be included in the regular six months report unless the subject of the special meeting requires prompt action and reporting (i.e. natural disaster).





4 ACTIONA State Level

Arrange for these new policies to be effectuated by the State board on the following schedule:

- 1 Policy on meeting frequency and timing: Effective July 1, 1972.
- 2 Policy on regular preemergency defense reporting: The first report on the new policy will be submitted to USDA national headquarters by January 10, 1973 covering the preceding six months period. The defense report of July 10, 1972 will be on the old basis and will cover the preceding quarter only. No defense report will be due October 10, 1972 from the State board.
- 3 Special matters: As necessary.

B County Level

Arrange for these new policies to be effectuated by the county board on the following schedule:

- 1 Policy on meeting frequency and timing: Effective July 1, 1972.
- 2 Policy on regular preemergency defense reports: The first report under the new policy will be submitted to the State defense board chairman by October 10, 1972 covering the preceding three months period only. The next report will be by April 10, 1973 covering the preceding six months. Thereafter, the scheduled reports will cover the preceding six months.
- 3 Special matters: As necessary.

5 SUPERSEDURE

This memorandum supersedes related meeting and preemergency report requirements covered in the USDA State Defense Operations Handbook paragraphs 354, 355, and 375, and the USDA County Defense Operations Handbook paragraphs 223A and 223B.

6 RETENTION

Until incorporated in the new Defense Operations Handbook.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

APR 17 1972

USDA STATE DEFENSE MEMORANDUM NO. 27

Relation of USDA Emergency State Offices to  
State Civil Defense Emergency Operating Centers

1 PURPOSE

To encourage the location of USDA Emergency State Offices (ESO) in buildings which house State Civil Defense Emergency Operating Centers (EOC).

2 BACKGROUND

The location where the entire USDA State defense board and the necessary supporting personnel will function in an emergency is referred to as the Emergency State Office or ESO.

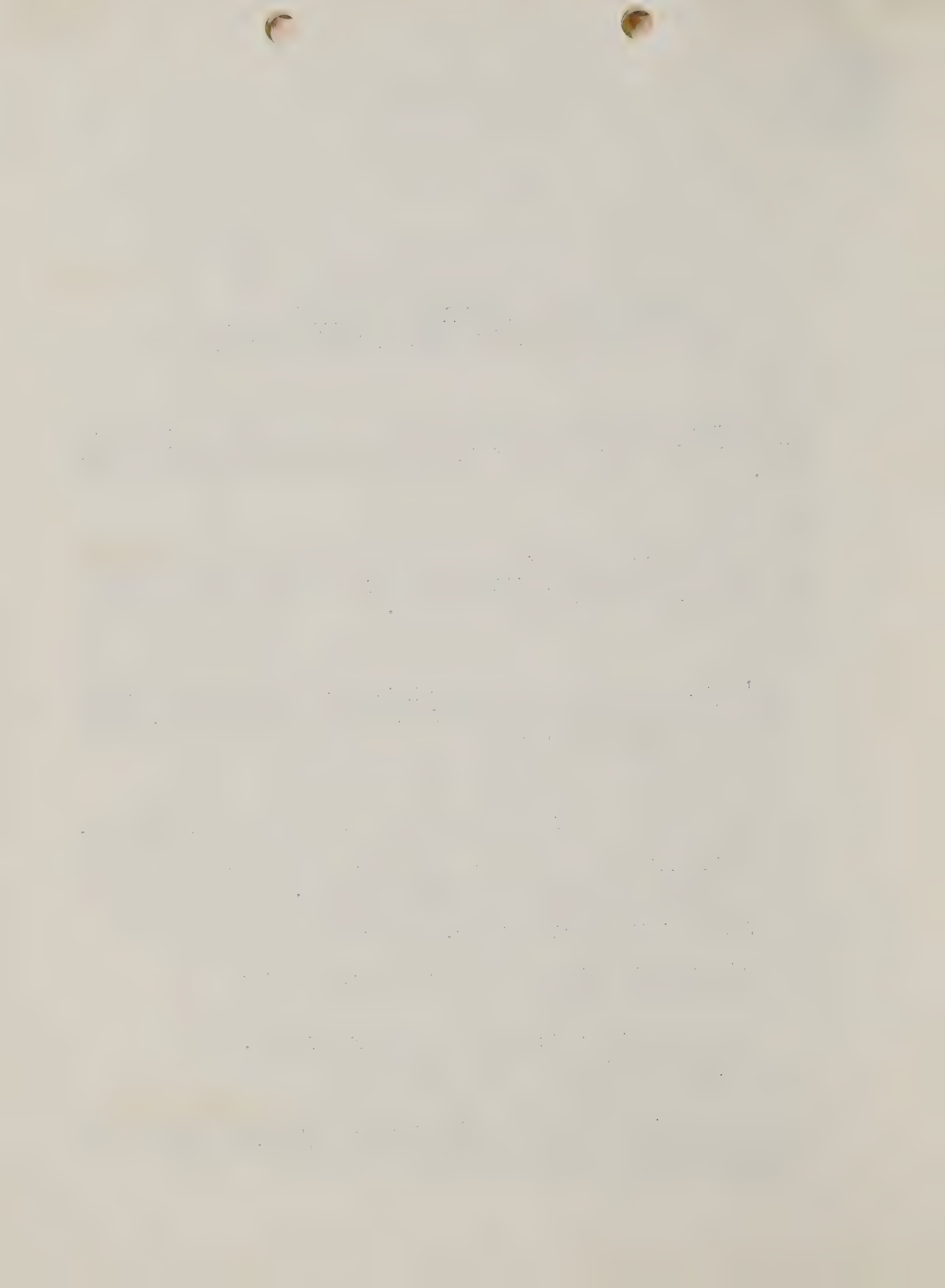
3 POLICY

A ESO's will be located in the building which houses the Emergency Operating Centers of the State civil defense organization, whenever it is feasible to do so.

B Feasibility depends on several factors including:

- 1 Willingness of civil defense to work out such an arrangement.
- 2 Availability of space for the entire USDA State defense board membership and immediate support personnel.
- 3 Vulnerability considerations, which include:
  - (a) Probable fallout and blast hazards at the specific location.
  - (b) Protection afforded by the facility itself.
- 4 Availability of ARTX or ARS communications.

C Some State civil defense organizations have more than one EOC. In cases of this type, space availability in all EOC's of State civil defense should be checked.



4 PROCEDURE

- A The appropriate USDA Regional Representative of the Office of Intergovernmental Affairs (OIA) will contact the State Civil Defense Director in each State where the ESO is not already located in the EOC of the State civil defense organization.
- B If he receives a favorable reaction from the State civil defense officials and if sufficient staff spaces are available for the entire board and necessary support personnel, he will so indicate to the Assistant to the Secretary, OIA and to the USDA State defense board chairman.
- C The State board chairman will arrange for the usual review of the proposed ESO. (See 5 below.)
- D The Emergency Preparedness Division will analyze data submitted by the State defense board chairman and will discuss results with representatives of OIA. The Assistant to the Secretary, OIA will determine whether the proposed move is to be approved.

5 ACTION AT THE STATE LEVEL

The USDA State defense board chairman will:

- A Discuss the proposed arrangement with members of the State defense board (by phone if a regular meeting is not scheduled within two weeks following receipt of request).
- B Complete two copies of the ESO Data Sheet. Be sure the data sheet sets forth the number of staff spaces to be provided and whether ARTX or ARS teletype equipment is available. If not, indicate whether space is available for USDA to install an ARTX machine.
- C Send one copy of the completed ESO Data Sheet to the ASCS Area Director (Attention: EP Division). Retain the second copy.

6 RETENTION

Until this special review of ESO sites has been completed.



EDWARD H. HANSEN  
ACTING ASSISTANT TO THE SECRETARY  
INTERGOVERNMENTAL AFFAIRS





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

June 20, 1972

USDA STATE DEFENSE MEMORANDUM NO. 27, SUPPLEMENT 1

Relation of USDA Emergency State Offices to  
State Civil Defense Emergency Operating Centers

1 PURPOSE

To modify policy set forth in USDA State Defense Memorandum No. 27 of April 17, 1972.

2 BACKGROUND

Experience has shown that it is frequently possible for only part of the USDA State Defense Board membership to be located in an emergency in the building which houses the State Civil Defense Emergency Operating Center (EOC). It is the firm policy of USDA, however, to have USDA State Defense Board representation at the State EOC particularly to insure coordinated effort with respect to food management and damage assessment.

3 POLICY

Substitute the following for "POLICY" in the original memorandum:

"A The USDA Emergency State Office (ESO) will be located in the building which houses the principal EOC of the State civil defense organization. Alternate State civil defense EOC's may be considered in lieu of the principal State EOC only if no space is available for USDA at the principal State EOC. District or county civil defense EOC's will not be considered.

"B Arrangements should be made for USDA to share in the emergency use of communication equipment already available in the State EOC or alternate State EOC as the case may be.







"C If space is not available for all of the USDA State Defense Board and immediate support personnel, those who cannot be accommodated at the State EOC will operate in an emergency at the ASCS State Office or in the most suitable space in the same building.

"D Vulnerability considerations are no longer the complete controlling factor in selecting a USDA ESO site; however, information on vulnerability is required when filling out the ESO data sheet."

#### 4 PROCEDURE

Revise paragraph 4B to read as follows:

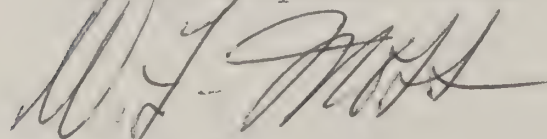
"If he receives a favorable reaction from the State civil defense officials to provide space at the State civil defense EOC or alternate EOC for one or more USDA State Defense Board members, he will so indicate to the Assistant to the Secretary, Office of Intergovernmental Affairs, and to the USDA State Defense Board Chairman."

Add paragraph 4E which will read:

"When the proposed move is approved, the Emergency Preparedness Division will arrange with the USDA State Defense Board Chairman to prepare a Memorandum of Understanding on the space in the State EOC, or alternate EOC to be available for USDA use in an emergency. This Understanding (sample format attached) will cover the amount of space available and the number of USDA to occupy the space, space for emergency records and communications equipment to be available for USDA use. It will be signed by the USDA State Defense Board Chairman and the responsible State government official."

#### 5 RETENTION

Until the special review of ESO sites is completed.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs



State \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING

on  
Space in State Civil Defense Emergency Operating Center (EOC)  
to be Available for Use by USDA in an Emergency

1. Identification of Space Available:

(a) Check: State EOC ☐ Alternate EOC ☐

(b) \_\_\_\_\_  
Name of Building Street Address

(c) \_\_\_\_\_  
City Zip Code UTM Coordinates

(d) \_\_\_\_\_  
No. of Square Feet for No. of USDA Personnel to  
USDA Emergency Use Occupy the Space in an Emergency

2. Is space available for standby USDA emergency records? Yes ☐ No ☐

3. Can a conference room or other space be provided for occasional USDA State defense board meetings? Yes ☐ No ☐

4. Identification of communications equipment to be available for USDA use in an emergency:

(a) Civil Defense Equipment:

(b) Equipment to be Installed by USDA for Its Own Use:

5. APPROVAL:

\_\_\_\_\_  
Signature of State Official Date

\_\_\_\_\_  
Title of State Official

6. CONCURRENCE:

\_\_\_\_\_  
Chairman, USDA State Defense Board Date

1. The first part of the paper

is devoted to the study of

the properties of the function

defined by

$$f(x) = \int_0^x \frac{1}{1+t^2} dt$$

It is well known that

this function is increasing

and concave down on the interval

$(-\infty, \infty)$ . The function





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

APR 17 1972

USDA STATE DEFENSE MEMORANDUM NO. 28

Policy on Attack Analysis and Damage Assessment

1 PURPOSE

To establish a new policy with respect to attack analysis and damage assessment activities at the State level.

2 BACKGROUND

The attack analysis function relates to predicting areas that may be affected by blast, fire or fallout from a nuclear detonation. This is a function which State civil defense organizations are responsible for carrying out.

The damage assessment function relates to determining first by broad estimates and later by eye witness reports resources remaining following a nuclear attack. Damage assessment is a responsibility of the USDA agencies, coordinated by the USDA State defense board.

3 POLICY

The "Supplement on Attack Analysis for Use by USDA State Defense Boards" is hereby cancelled. Henceforth, each USDA State defense board shall:

- A Rely on the State civil defense organization for attack analysis information.
- B Place emphasis on damage assessment by strengthening and maintaining technical support capability to assist with this work.

4 ACTION

The USDA State defense board chairman shall:

- A Discontinue immediately the Attack Analysis Staff which was established in accordance with the "Supplement on Attack Analysis for Use by USDA State Defense Boards."





- B Express appreciation to Attack Analysis Staff members for their contributions.
- C Proceed with arrangements by which the State civil defense organization can provide the USDA State defense board with the necessary attack analysis information.
- D Retain supplies, materials and records accumulated for attack analysis work until future guidance on their disposition is received.

5 FUTURE GUIDANCE

Guidance will be provided later concerning damage assessment activities at the State level and the formation of technical support to the State defense board. At this time, guidance will also be provided on the disposition of attack analysis supplies, materials and records.

6 RETENTION

Until further guidance is received.



EDWARD H. HANSEN  
ACTING ASSISTANT TO THE SECRETARY  
INTERGOVERNMENTAL AFFAIRS





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

July 19, 1972

USDA STATE DEFENSE MEMORANDUM NO. 29

ARS Assistance to USDA State and County Defense Boards

1 PURPOSE

To provide for ARS assistance to USDA State and county defense boards.

2 BACKGROUND

When the separation was made between ARS and APHIS, the major defense responsibility with respect to defense board representation went to APHIS. However, several ARS personnel continued as members of county defense boards and of State and county defense board support groups. ARS has no objection to continuing these arrangements if the boards determine that the services continue to be needed.

There are no plans for ARS to be represented on all USDA State and county defense boards. On occasion, however, ARS personnel may be the only ones available with the required knowledge or expertise. Therefore, ARS will consider requests for its personnel to serve as members of or consult with USDA defense boards, provided the assignments do not interfere with day to day activities. Final approval in all such cases must be given by the ARS Administrator.

3 ACTION

A County Level. The USDA county defense board chairman will:

- (1) Complete the format enclosed when:
  - a Requesting retention of any ARS employee now serving as a USDA county defense board member or in a support role.
  - b Requesting the services of any additional ARS employee for one of these purposes.
- (2) Submit a copy of the completed format to the USDA State defense board chairman.



B State Level. The USDA State defense board chairman will:

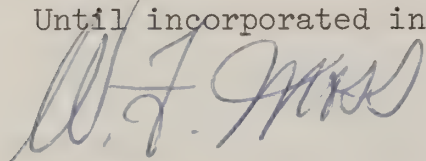
- (1) See that county level actions (subparagraph A) are carried out.
- (2) Evaluate requests received from county boards.
- (3) Complete the format enclosed when:
  - a Requesting retention of any ARS employee now serving as a USDA State defense board member or in a support role.
  - b Requesting the services of any additional ARS employee for any of these purposes.
- (4) Submit with covering memorandum to appropriate ASCS Regional Director (Attention: EP Division) all recommended requests for use of ARS personnel at State and county levels.

4 ARS ADMINISTRATOR'S DECISION

USDA State defense board chairmen will be advised of the ARS Administrator's decision on requests for ARS personnel to serve on defense boards or in support of boards.

5 RETENTION

Until incorporated in the USDA Defense Operations Handbook.

  
W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosure





FORMAT FOR REQUESTING SERVICE OF ARS PERSONNEL  
AS DEFENSE BOARD MEMBERS OR IN SUPPORT OF BOARD ACTIVITIES

- 1 Name of Employee \_\_\_\_\_
- 2 Location \_\_\_\_\_
- 3 ARS Division \_\_\_\_\_
- 4 Check One:
- (a) Employee already has an assignment which is to be continued. ☐
- (b) Employee is to receive a new assignment. ☐
- 5 Check One:
- (a) Assignment consists of board membership. ☐
- (b) Assignment consists of support to board activities. ☐
- 6 Justification of Need for ARS Employees.

RECOMMENDED (Leave Blank Except for County Level Action):

|                                     |      |
|-------------------------------------|------|
| Chairman, USDA County Defense Board | Date |
| Name of County                      |      |

RECOMMENDED:

|                                    |      |
|------------------------------------|------|
| Chairman, USDA State Defense Board | Date |
| Name of State                      |      |





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

July 21, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 30

Name Changes

1 PURPOSE

To change the name of USDA State and county defense boards and to make comparable changes in the names of the handbook and other issuances.

2 BACKGROUND

The present name of the USDA State and county defense boards implies that they are concerned solely with defense. Since they now have certain natural disaster responsibilities, a broader designation will be more accurate. The names of various issuances will be broadened in a comparable way.

3 POLICY

- A USDA State defense boards will henceforth be known as USDA State emergency boards (SEB).
- B USDA county defense boards will henceforth be known as USDA county emergency boards (CEB).
- C Future references to the USDA Defense Operations Handbook, soon to be issued, shall be to the USDA Emergency Operations Handbook. The short reference in handbook citations shall be "EOH."
- D Beginning with this memorandum, issuances in the three numbered series shall continue in the same numerical sequence but with the following changes:
  - (1) USDA State Defense Memorandums shall be issued as USDA State Emergency Memorandums.
  - (2) USDA State Defense Exercise Memorandums shall be issued as USDA State Emergency Exercise Memorandums.

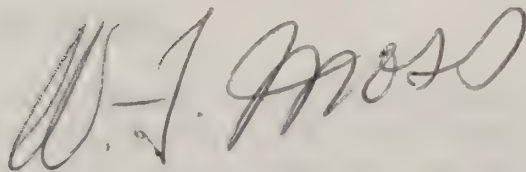


- (3) USDA State Defense Emergency Records Memorandums shall be issued as USDA State Emergency Records Memorandums. (Until new stamps are available for coding, emergency records transmitted to the field will continue to bear filing codes prefixed with "SDB" or "CDB.")

E Existing references to names changed by this memorandum in handbooks, instructions, or other documents shall be interpreted as references to the new names outlined in this memorandum. Revision of existing documents for the purpose of reflecting these name changes is not contemplated.

4 RETENTION

Until further notice.

A handwritten signature in dark ink, appearing to read "W. F. Moss". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

1. The first part of the document is a list of names and addresses of the members of the committee. The names are listed in alphabetical order, and the addresses are given in full. The list is as follows:

2. The second part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of the Secretary. The names are listed in alphabetical order, and the addresses are given in full. The list is as follows:

3. The third part of the document is a list of the names and addresses of the members of the committee who have been elected to the office of the Treasurer. The names are listed in alphabetical order, and the addresses are given in full. The list is as follows:





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

September 18, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 32

Working Relationships Between USDA and State  
Departments of Agriculture

1 PURPOSE

To call attention to the need for close working relationships between USDA and State Departments of Agriculture.

2 BACKGROUND

The complexity and magnitude of problems resulting from the recent floods in Maryland, New York, Pennsylvania, South Dakota and Virginia demonstrated the value of close interaction between USDA State Emergency Boards and State Departments of Agriculture.

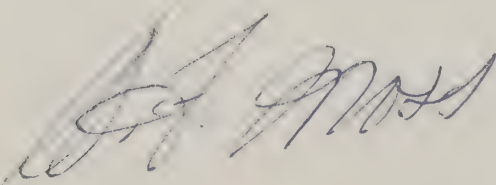
3 ACTION

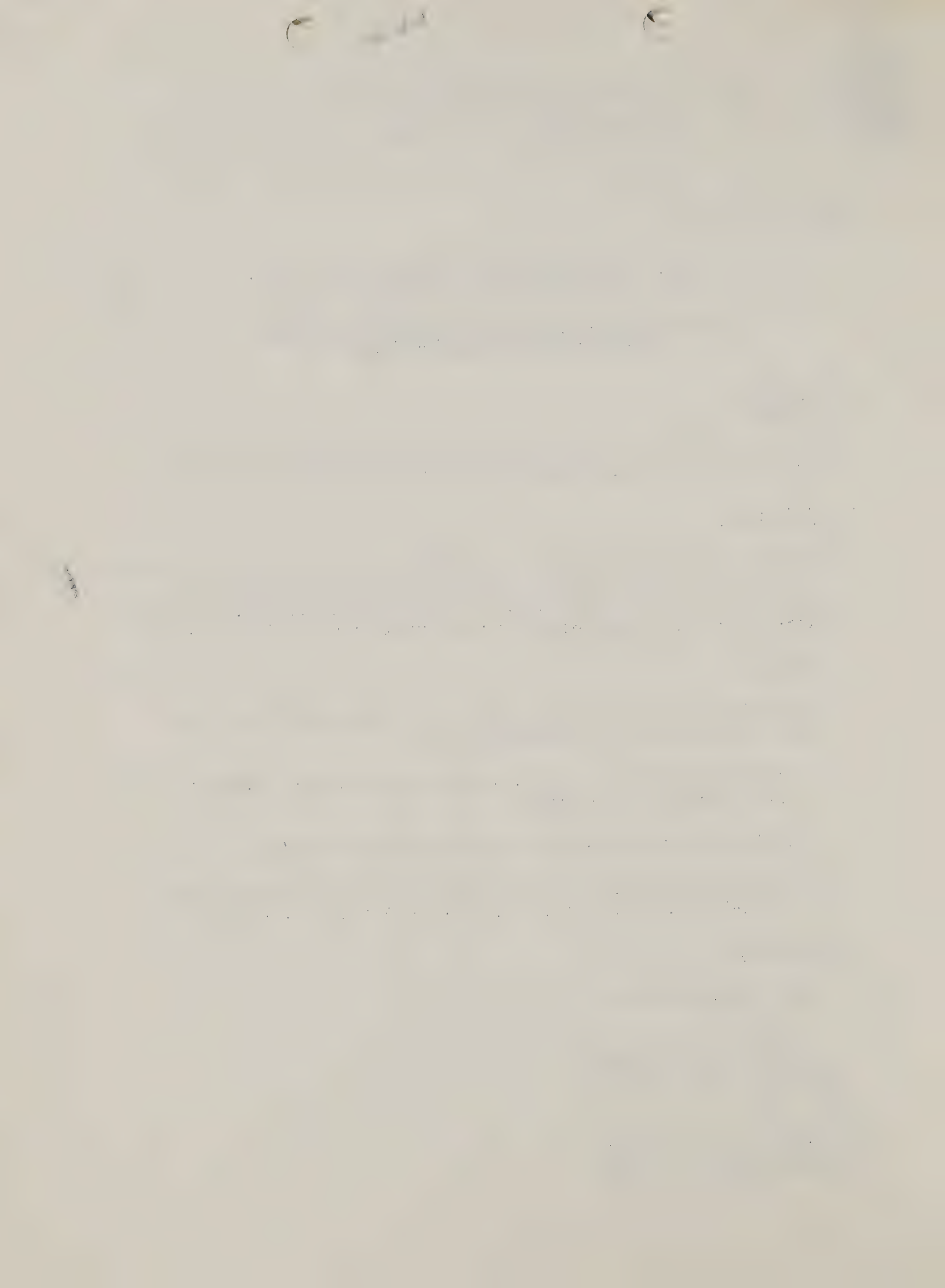
USDA State Emergency Board chairmen are requested to see that State Commissioners of Agriculture are:

- A Informed in advance and given agendas for State emergency board meetings to be held.
- B Invited to attend and participate in these meetings.
- C Encouraged to send a representative to attend such meetings in their place when it is impossible for them to attend.

4 RETENTION

Until further notice.

  
W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

September 18, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 33

Natural Disaster Information

1 PURPOSE

To provide SEB members with timely information on natural disasters and pertinent recommendations made by the Council of State Governments.

2 BACKGROUND

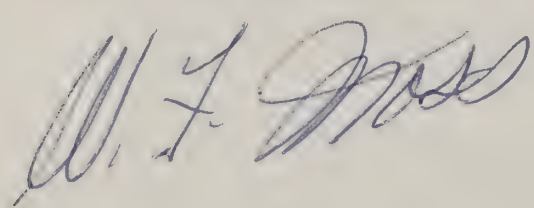
A recent issue of the quarterly "State Government" contains an article entitled "Disasters." The article provides information on natural disasters and current efforts of the Council of State Governments to strengthen State statutes dealing with problems resulting from such disasters. Since increasing emphasis is being placed on the role of SEB's in coping with natural disasters, this article is of special interest. Copies of the article are being sent under separate cover to all SEB chairmen.

3 ACTION

Distribute one copy of the disaster article to each SEB member.

4 RETENTION

Retain this memorandum until November 1, 1972.

  
W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

C

C



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

September 18, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 34

USDA County Emergency Board Training

1 PURPOSE

To change USDA County Emergency Board Training requirements.

2 BACKGROUND

Paragraph 363 of the USDA Emergency Operations Handbook provides that USDA State Emergency Boards shall conduct training for USDA County Emergency Boards at least every two years for all board members. Training sessions are set up for specific purposes and it is unrealistic to require that they must be held within specific time periods.

3 POLICY

County board training shall not be held unless definitely needed to insure readiness to cope with emergencies.

4 ACTION

- A Whenever the USDA State Emergency Board believes that training for USDA County Emergency Boards should be held for all or some of the boards in the State, the chairman will submit a recommendation to the ASCS Regional Director (Attention: Emergency Preparedness Division) accompanied by a proposed agenda, time schedule, and request for approval.
- B USDA National Headquarters may request that training for county boards be conducted in all States or in certain States or parts of States. In issuing any significant new policy or policy change, the USDA National Headquarters will provide the necessary information to the State boards and may request State boards to consider whether the county board training would be helpful in building the necessary capability. If so, the procedure in 4 A would be followed.

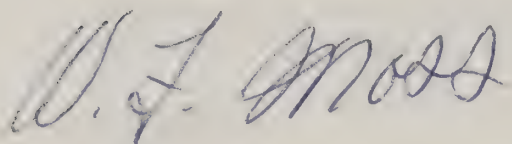
4



C Instructions for the expanded role of the boards in major natural disasters will soon be issued based on the experience of South Dakota floods and Hurricane Agnes. These instructions will provide an opportunity for training at the county level in accordance with this new policy.

5 RETENTION

Retain this memorandum until incorporated in the handbook.

A handwritten signature in blue ink, reading "W. F. Moss". The signature is written in a cursive style with a large, stylized "M".

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

February 12, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 34, SUPPLEMENT 1

USDA County Emergency Board Training

1 PURPOSE

To inform USDA State Emergency Boards that USDA County Emergency Board training will be deferred.

2 BACKGROUND

As provided in USDA State Emergency Memorandum No. 34, training for USDA County Emergency Boards shall not be held unless definitely needed to insure readiness to cope with emergencies. In view of various organizational changes, it appears that such training would not be as productive now as it would be after the effects of these changes in emergency organization are known. Once these determinations have been made, a new basis for training may be established in accordance with paragraph 4 A of USDA State Emergency Memorandum No. 34.

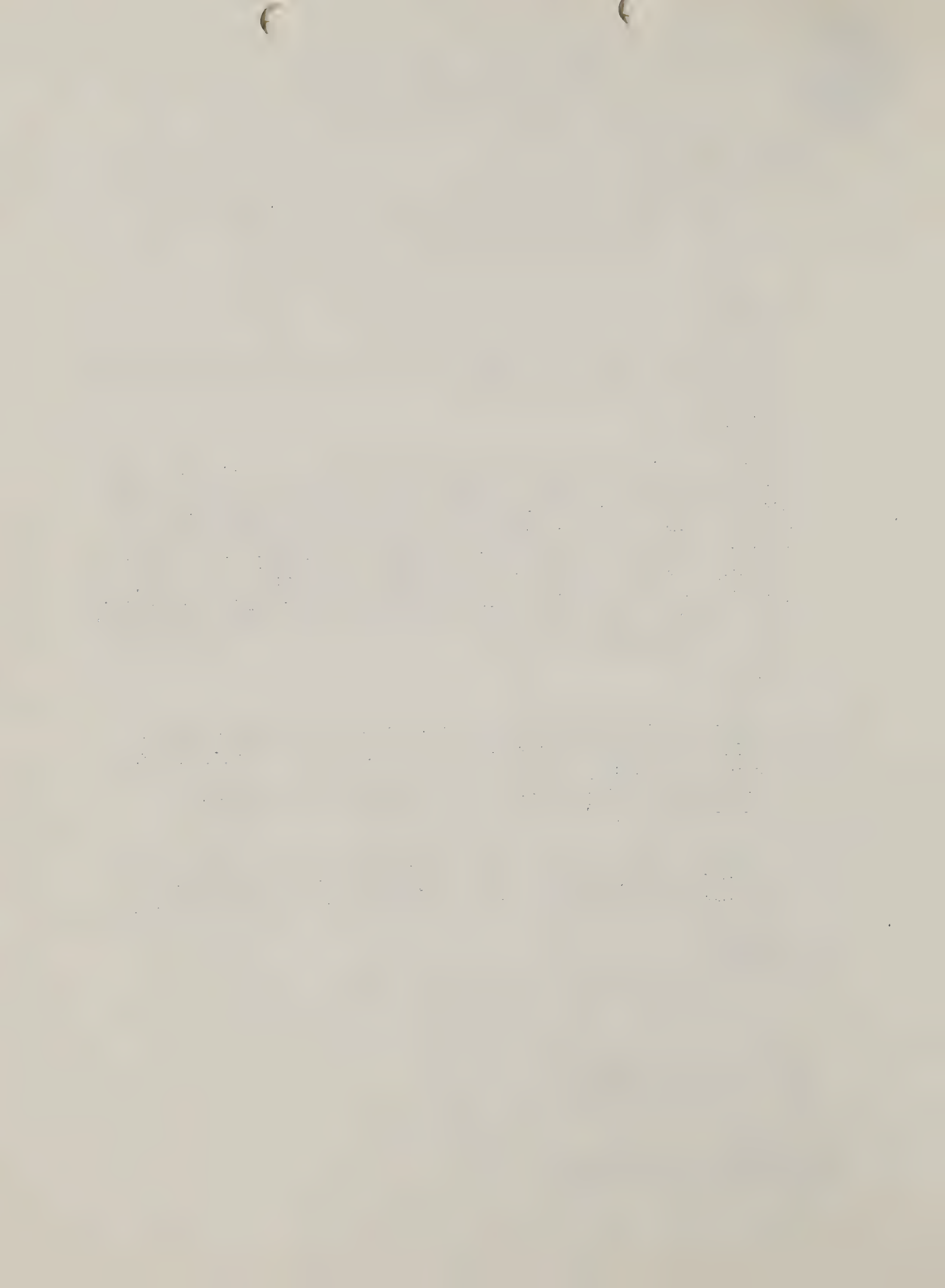
3 ACTION

- A Defer County Emergency Board training until further notice unless an urgent training need is foreseen. In this event, a recommendation for such training should be submitted in accordance with paragraph 4 B of USDA State Emergency Memorandum No. 34.
- B Continue with all other board responsibilities including the exercise now underway in accordance with USDA Emergency Exercise Memorandum No. 12 and Supplement 1 to that memorandum.

4 RETENTION

Retain this memorandum until further notice.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

October 6, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 35

Annual Report on Defense Activities

1 PURPOSE

To announce that copies of USDA's Annual Report on Defense Activities have been mailed to you.

2 BACKGROUND

This report was transmitted to the Joint Committee on Defense Production of the Congress on September 20, 1972. It is classified "For Official Use Only" pending publication by the Joint Committee.

3 ACTION

Make usual distribution of report to State emergency board members as soon as it is received. Withhold distribution to State government representatives and others outside USDA until further notice.

4 RETENTION

Retain this memorandum until further notice.

W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

March 5, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 35  
SUPPLEMENT 1

Annual Report on Defense Activities

1 PURPOSE

To announce that the Joint Committee on Defense Production of the Congress has published its Twenty-Second Annual Report. This includes USDA's Annual Report on Defense Activities.

2 ACTION

Release USDA's Annual Report on Defense Activities (dated September 20, 1972) to State government representatives and others outside USDA. Remove the classification "For Official Use Only" from the copies of the report before distributing.

3 DISPOSAL

Discard USDA State Emergency Memorandum No. 35 and this supplement when the indicated action has been taken.

A handwritten signature in dark ink, appearing to read "W. F. Moss", is written over the typed name.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we consider the case of a single particle in a potential well.

3. The third part is devoted to the case of a system of particles in a potential well.

4. The fourth part is devoted to the case of a system of particles in a potential well.



DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

October 31, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 36

Major Disaster Responsibilities of USDA  
State and County Emergency Boards

1 PURPOSE

To indicate the augmented responsibilities of USDA State and County Emergency Boards with respect to major disasters.

2 BACKGROUND

For some time it has been understood that USDA State and County Emergency Boards could make significant contributions in major disaster situations. This is true particularly with respect to coordination of activities, information, and liaison. Experience in recent major disasters has demonstrated that these roles should be further defined and strengthened. At the same time, it is apparent that emergency boards should not be involved with disaster program operations carried out by individual USDA agencies.

3 RESPONSIBILITIES OF USDA STATE AND COUNTY EMERGENCY BOARDS

A Immediate Meeting

The chairman of a USDA State or County Emergency Board will convene his board as soon as possible upon indication (through notification or otherwise) of the threat of or actual major disaster in his State or county. He will not wait for orders to do this from higher authority. If it is physically impossible because of disaster effects to convene the full board promptly, the chairman will consult with as many members as possible in person or by phone.

B Alert Notice

Whenever the USDA State Emergency Board Chairman receives a notice of imminent or actual major disaster, he will pass the information on to USDA National Headquarters (ASCS Regional Director, Attention: Emergency Preparedness Division). The

NATIONAL DEFENSE



flash report for sudden disasters is covered by USDA Emergency Memorandum No. 25 and Supplement No. 1.

C Damage Assessment

The Chairmen of USDA State and County Emergency Boards will utilize the full capability of the emergency boards to assess the impact of the disaster and to summarize its effects in:

- 1 The second report relating to each sudden disaster as required in USDA State Emergency Memorandum No. 25 and its Supplement No. 1.
- 2 Any subsequent more complete report prescribed by USDA National Headquarters to fit the requirements of the disaster. Each State Board Chairman will look to his SRS member to prepare necessary forms and schedules and to draft the related instructions. Normally these forms will be sent through board channels to county boards for completion. Upon return to the State Board, the State Board Chairman will request the SRS representative to:
  - a Analyze and summarize the data for the entire State.
  - b Make distribution to all interested parties inside and outside the USDA.

D Information on Program Status

The Chairman of each USDA State and County Emergency Board will request board members to keep him currently informed of progress of their agencies in carrying out major disaster program assignments. (Assistance would be from the agencies as covered in Exhibit A.)

E Coordination of Activities

The Chairman of each USDA State and County Emergency Board will coordinate agency activities particularly to:

- 1 Insure common use of available data on the scope and effects of major disasters.
- 2 Prevent duplication of effort.
- 3 Avoid conflicts of information to the public, Federal and State agencies, and others.





- 4 Arrange for agencies to utilize or share manpower and equipment to the mutual advantage of all.

F Office Space

A USDA agency may be unable to use its office space as a result of a disaster. In this case, the chairman of each USDA State and County Emergency Board will assist such agency to find temporary quarters elsewhere. This may include sharing quarters temporarily with another agency.

G Liaison

The Chairman of each USDA County Emergency Board will maintain liaison with representatives of county government and others as required. The chairman of each USDA State Emergency Board will maintain liaison with representatives of State government and USDA Regional Emergency Coordinators (who include the Regional Representatives of the Office of Intergovernmental Affairs).

H Special Service Centers

The Chairman of each USDA State Emergency Board will rely on the Extension Service to see that each special service center established in the State under OEP auspices is properly staffed for information on USDA emergency programs. The chairman will maintain contact with the service center.

4 PREDISASTER PREPAREDNESS ACTIONS

The Chairmen of the USDA State Emergency Board will:

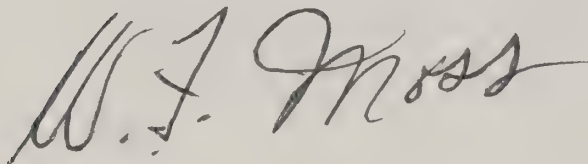
- A Make this memorandum available at the State level according to the standard distribution.
- B Inform the USDA County Emergency Board Chairmen of the major disaster responsibilities of the county boards as indicated under "3" above and request that the following readiness steps be taken:
  - 1 Communications. Give particular attention to availability of communications. Be prepared to utilize in major disasters special communication arrangements worked out for defense purposes (e.g. essential line service, RACES radio, and other measures as indicated in paragraphs 433 and 435, EOH).



- 2 Identification. Make sure that identification available to board members will be recognized in the area which they cover (see paragraph 369, EOH).
  - 3 Exercises. Carry out exercises prescribed from time to time by the State Board Chairmen.
  - 4 Training. Participate in training conducted by the USDA State Emergency Board and others as required.
- C Conduct training as necessary for USDA County Emergency Boards in accordance with provisions of USDA State Emergency Memorandum No. 34.
- D Give attention to the adequacy of communication arrangements at the State level, including the application to major disasters of communication arrangements made for defense purposes (paragraphs 433 and 435, EOH).
- E Direct exercises within the State according to instructions from USDA National Headquarters.

5 RETENTION

Retain this memorandum until further notice.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 24, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 36  
SUPPLEMENT 1

Disaster Responsibilities

1 PURPOSE

To provide additional information on USDA's natural disaster responsibilities.

2 BACKGROUND

A The responsibility of the USDA State Emergency Board chairmen and the Extension Service representatives on the boards with respect to one-stop centers is noted in subparagraph 3 H of USDA State Emergency Memorandum No. 36, and paragraph D, page 4 of Exhibit A to that memorandum.

B The memorandum on the reverse side of this page amplifies information contained in USDA State Emergency Memorandum No. 36 and Exhibit A.

3 ACTION

The chairman of the USDA State Emergency Board will:

A Make this memorandum available at the State level according to standard distribution.

B Discuss this memorandum at the next State emergency board meeting.

4 DISPOSITION

Retain this memorandum until further notice.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

1. The first part of the paper discusses the importance of the study and the objectives of the research.

2. The second part of the paper describes the methodology used in the study and the data collection process.

3. The third part of the paper presents the results of the study and discusses the findings in detail.

4. The fourth part of the paper discusses the implications of the study and provides recommendations for future research.

5. The fifth part of the paper concludes the study and summarizes the main findings.

6. The sixth part of the paper provides a list of references and sources used in the study.

7. The seventh part of the paper provides a list of appendices and supplementary materials.

8. The eighth part of the paper provides a list of figures and tables used in the study.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 9, 1973

Subject: One-Stop Federal Assistance Centers in Natural  
Disaster Areas

To: Secretary's Liaison Representatives to the  
Federal Regional Councils

Following the designation of a disaster area by the President, the Office of Emergency Preparedness establishes a "One-Stop" Federal Assistance Center to assist the residents in obtaining information on Federal programs.

We have been requested by the Office of Emergency Preparedness to have a USDA representative available with other Federal agency representatives at these Centers.

Arrangements have been made through the Extension Service to have the Director of the State Cooperative Extension Service contacted to determine if the State Extension Service will carry out this responsibility.

You are requested to contact the State Extension Director to seek his assistance for this responsibility in those areas declared eligible for disaster assistance by the President.

All USDA personnel should cooperate to the maximum extent possible in assisting the residents in the designated disaster areas.

A handwritten signature in dark ink, appearing to read "W. F. Moss", is written over the typed name.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

November 6, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 37

State Emergency Board Reports and Meeting Information

1 PURPOSE

- A To emphasize handbook guidance relating to semiannual reports.
- B To require submission of SEB meeting agendas to national headquarters.

2 SEB SEMIANNUAL REPORTS

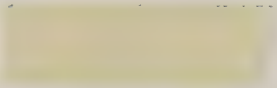
Reports covering normal board activities are required to be submitted to national headquarters on January 10 and July 10 of each year (EOH paragraph 375 B). Board meeting minutes may be kept for the record at the State level but need not be sent to national headquarters.

3 SEB MEETING INFORMATION

EOH paragraph 354 B requires that SEB chairmen establish an advance schedule of meetings with the concurrence of OIA. Since it is sometimes possible for USDA headquarters representatives to attend SEB meetings, information on time, place, and agenda is needed in addition to the meeting date.

4 ACTION

- A Reports. Include highlights of any board meeting held during reporting period in semiannual report as indicated in EOH paragraph 375 B. Also include date, time, and place of next regular SEB meeting, if determined, in each semiannual report.

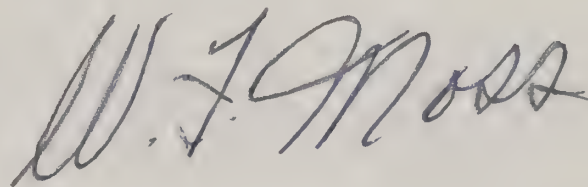


*[The following text is extremely faint and illegible due to the quality of the scan. It appears to be several paragraphs of a document, possibly a letter or a report, but the content cannot be transcribed.]*

- B Meeting Agendas. Send meeting agenda to ASCS Regional Director, Attention: Emergency Preparedness Division, at least two weeks ahead of regular meeting date. (This includes any regular meeting still to be held during quarter ending December 31, 1972.)

5 RETENTION

Retain this memorandum until further notice.

A handwritten signature in dark ink, appearing to read "W. F. Moss". The signature is written in a cursive, flowing style with some loops and flourishes.

W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also notes that records should be kept for a sufficient period of time to allow for a thorough review in the event of an audit.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, and that the records must be accessible to all authorized personnel. The document also specifies that records should be stored in a secure location and that access should be restricted to authorized personnel only.

3. The third part of the document discusses the importance of regular audits. It states that audits are essential for ensuring the accuracy of the records and for identifying any potential areas of concern. The document also notes that audits should be conducted by independent personnel and that the results of the audits should be reported to the appropriate authorities.





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

November 6, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 38

Disaster Preparedness Report

1 BACKGROUND

USDA State Emergency Board Chairmen will receive under separate cover a copy of the "Disaster Preparedness Report" covering the period January - September 1972. It is devoted exclusively to natural disaster preparations and actions of USDA agencies.

The report was prepared upon request of, and submitted to, the Office of Emergency Preparedness (OEP). The report consists of two sections: (1) Actions taken relating to findings of the Report to Congress on Disaster Preparedness, and (2) Other actions taken and improvements instituted with respect to disaster assistance programs.

2 ACTION

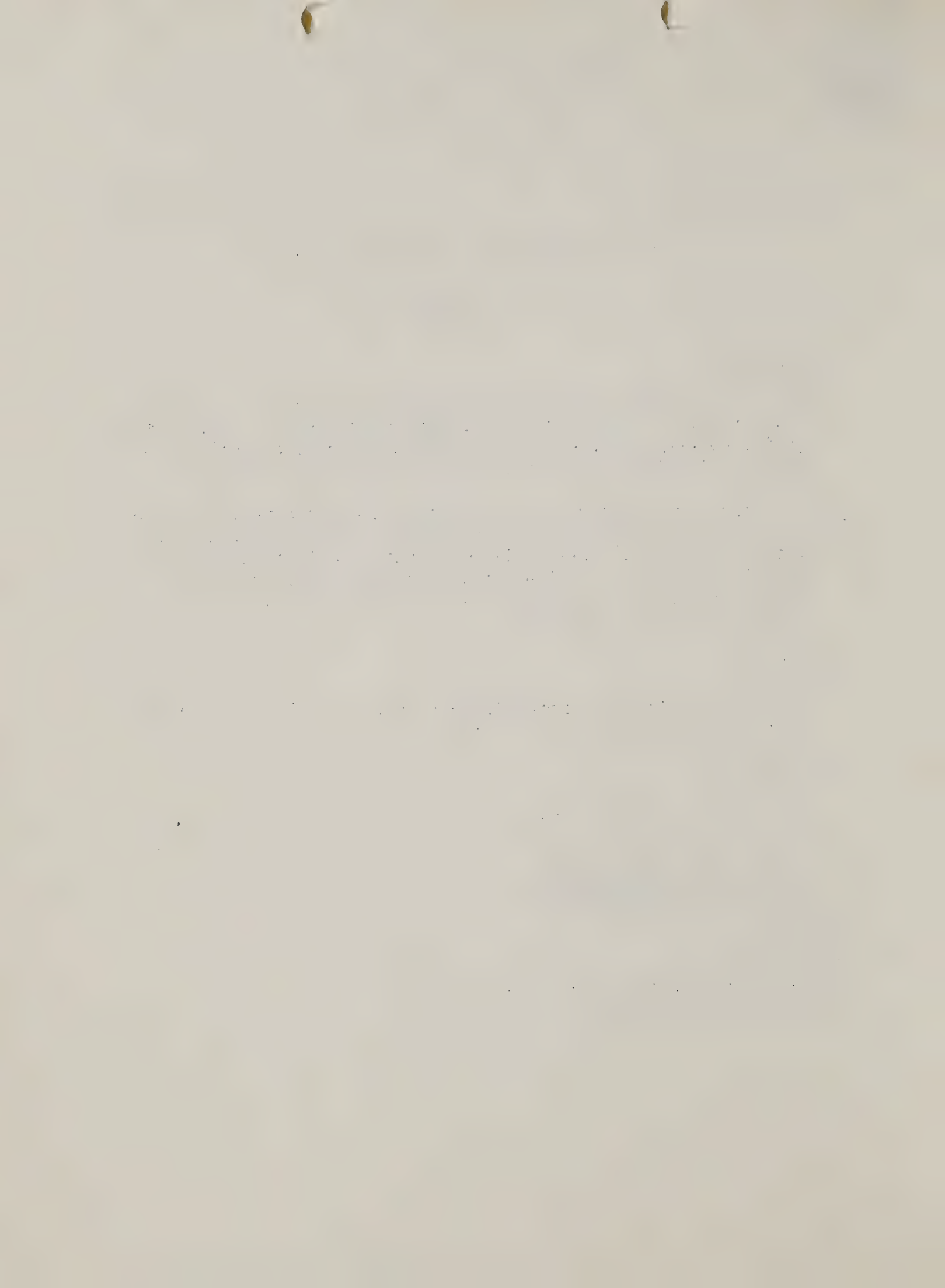
Review the "Disaster Preparedness Report" and discuss it at the next State Emergency Board meeting.

3 RETENTION

Retain until further notice.

A handwritten signature in dark ink, appearing to read "W. F. Moss", is written over the typed name.

W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE • WASHINGTON, D.C. 20250

November 13, 1972

USDA STATE EMERGENCY MEMORANDUM NO. 39

Request For Information on  
State Emergency Board Data Requirements

1 PURPOSE

To obtain from USDA State Emergency Boards, information on additional food facility reports which may be useful in fulfilling defense responsibilities.

2 BACKGROUND

A ASCS is preparing plans for a new data processing system. In addition to continuing the current food facility listing program, the new system will enable ASCS to process, store and retrieve food facility data in other ways which could be useful to emergency boards in their preattack planning and postattack operations.

B Under the new system, terminals installed in all State and County ASCS offices will:

1 Make possible more rapid access to data stored in a central data processing center.

2 Enable States and counties to send and receive data.

3 ACTION

A Review your current and expected future food facility data needs with other State emergency board members, especially the SRS representative since he has been assigned damage assessment responsibilities. A board meeting will not be necessary.

B Give consideration to any special reports on food facilities, over and above the printouts now received, that would be useful to your board as background for planning or discussions in meetings or exercises. For example, you might foresee a need for special reports which include only a part of the facility data now in the current listings or you might need a quick check of some part of the computer file reflecting changes submitted since the last listing.

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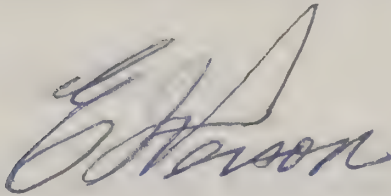
1015A

1015A

- C Request an appropriate county emergency board to report to you any needs which the board anticipates for special facility reports. These would be over and above the current printouts.
- D Assemble and describe these additional food facility data requirements and submit a report covering them to your Regional Director on or before December 11, 1972.

4 RETENTION

Retain until further notice.

A handwritten signature in blue ink, appearing to read "E. A. Hanson". The signature is stylized with a large, sweeping initial "E" and a long, horizontal stroke extending to the right.

Deputy Administrator,  
State and County Operations



1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.



November 20, 1972

## USDA STATE EMERGENCY MEMORANDUM NO. 40

Order of Priority in Which USDA Board Members will Occupy  
Limited ESO Space at State Civil Defense Headquarters1 PURPOSE

To provide guidance on the priority for assigning USDA State emergency board members to ESO's having limited space.

2 BACKGROUND

In accordance with established policy USDA ESO's not already located with State civil defense emergency operating centers will be so located as soon as feasible. Not all of the State civil defense centers have sufficient space to accommodate all of the USDA SEB members and support staff for emergency operations.

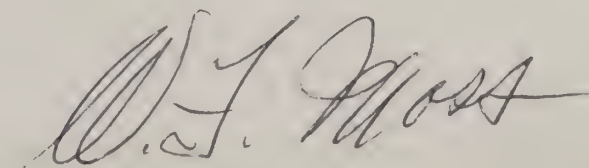
For the time being any members of the SEB and support staff who cannot be accommodated at the State EOC for emergency operations will be located at the regular State ASCS office. This is because the office is the regular headquarters of the SEB chairman and has a teletypewriter and a duplicate set of emergency records.

3 POLICY ON PRIORITY OF PERSONNEL ASSIGNMENT TO ESO'S

Where space is available, all members would be expected to go to the State EOC. Where ESO space is limited, USDA board members will be assigned to such space in accordance with a priority system. Top priority will be given to the SEB chairman who is also the ASCS representative followed by representatives of other USDA agencies in the order indicated: Agricultural Marketing Service or Food and Nutrition Service, Statistical Reporting Service, Animal and Plant Health Inspection Service, Extension Service, and Forest Service.

4 RETENTION

Retain this memorandum until further notice.



W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

January 5, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 43

Forest Service Representation on  
USDA State and County Emergency Boards

1 PURPOSE

To clarify the role of the Forest Service with respect to USDA State and county emergency boards.

2 BACKGROUND

A Defense Emergency. In a defense emergency, the Forest Service would be concerned primarily with control of fires in rural areas and management of timber resources. Operations would be carried out by the Forest Service acting in cooperation with Federal, State and local fire fighting organizations coordinated at the State level by the rural fire defense operating group. USDA emergency boards would play no direct part in these operations. However, the Forest Service would use its membership on USDA State and county emergency boards to:

- 1 Contribute information on the location of major fires since this is vital to damage assessment.
- 2 Work out equipment sharing arrangements.
- 3 Obtain the help of the boards in claiming from appropriate State and Federal officials the equipment and other support items needed by the Forest Service.

B Major Natural Disasters. In the case of major natural disasters involving fires in national forests or in lands which the Forest Service has a program interest, fire control operations would be carried out through the normal cooperative arrangements. In other major disasters such as floods, tornadoes and earthquakes, Forest Service would be particularly concerned with effects on national forests. Experience in recent major disasters has shown that the Forest Service could make a significant contribution as a member of USDA emergency boards by sharing information



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3. The third part of the document is a list of names and addresses.

4. The fourth part of the document is a list of names and addresses. **F** is a common letter in the list.

5. The fifth part of the document is a list of names and addresses.

6. The sixth part of the document is a list of names and addresses. **F** is a common letter in the list.



and equipment which the Forest Service may not need at that time for its own purposes. This could also work in reverse with the emergency boards at State and county levels helping the Forest Service to obtain necessary equipment and supplies.

### 3 POLICY

The United States Forest Service will continue to be represented on USDA State emergency boards and where personnel are available on USDA county emergency boards.

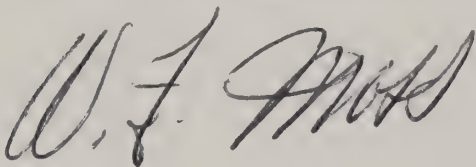
### 4 ACTION

The State emergency board chairman is requested to:

- A Review this memorandum in a State emergency board meeting. Forest Service representatives should be invited to discuss their emergency role at one of the 1973 scheduled meetings including opportunities for equipment sharing in emergency situations.
- B Request county emergency board chairmen to review the emergency role of Forest Service in a county board meeting. This discussion should involve direct participation of a Forest Service representative in all county boards which have a Forest Service member.

### 5 MEMORANDUM DISPOSAL

Retain until Forest Service guidance has been inserted in the appropriate emergency handbook.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

January 5, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 44

Liaison Between USDA State Emergency Boards, State  
Agencies Responsible for Donated Food and Food  
Stamps and the USDA Food and Nutrition Service

1 PURPOSE

To establish systematic contact between USDA State emergency boards and agencies of State government responsible for donated food and food stamps. To establish clear channels for contacting representatives of the Food and Nutrition Service (FNS) where necessary during major natural disasters or when significant disasters are imminent.

2 BACKGROUND

USDA State Emergency Memorandum No. 36 indicates the augmented role of USDA State and county emergency boards with respect to major disasters. To carry out this role effectively, USDA State emergency boards need a closer tie with agencies responsible for making food available to disaster victims. Since the FNS is not staffed to place a representative on all of the State emergency boards, an alternative plan has been worked out. The FNS is urging representatives of State government agencies responsible for donated food and food stamps to respond to USDA State emergency board invitations to attend board meetings. Also, FNS has furnished a list of FNS regional office personnel who can be contacted if a disaster occurs or is imminent. Those on this list will know the names and locations of FNS personnel who will respond to a given disaster.



3 ACTION

A USDA State emergency board chairmen will:

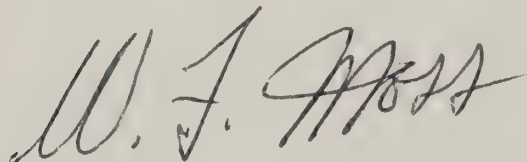
- 1 Contact the appropriate State government food representatives (Exhibit 1). Invite them to attend State board meetings when preparations for the coordination of disaster activities will be discussed.
- 2 Work with these representatives in accordance with prearranged plans if a major disaster occurs.

B Contact with representatives of the FNS in disaster situations will be made through the appropriate regional representative of the Office of Intergovernmental Affairs. (See Exhibit 2 and Directory of USDA State Emergency Board Personnel and Related Personnel.) In regions where an OIA regional representative has not been appointed or at times when he may not be available, the USDA State emergency board chairman may make direct contact with the appropriate FNS regional contact (see Exhibit 3).

C The USDA State emergency board chairman will report any problems that need further attention or coordination to the ASCS Regional Director (Attention: EP Division).

4 RETENTION

Retain this memorandum until further notice. The exhibits will be updated from time to time.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosures



STATE GOVERNMENT FOOD REPRESENTATIVES

EXHIBIT 1

Page 1

NOTE: Since the list of food representatives varies from State to State, the list for each State is being sent under separate cover.

Questions: 1. How many of the following are true?  
2. How many of the following are false?  
3. How many of the following are both true and false?



REGIONAL REPRESENTATIVES  
OFFICE OF SECRETARY, OIA

|                            |                                                                                                                                           |                                                                                                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <u>REGION 1</u>            | Boston, Mass. (Vacant)                                                                                                                    |                                                                                                                             |
| <u>REGION 2</u>            | New York, N. Y. (Vacant)                                                                                                                  |                                                                                                                             |
| <u>REGION 3</u>            | Philadelphia, Pa. (Vacant)                                                                                                                |                                                                                                                             |
| <u>REGION 4</u>            | Atlanta, Ga. (Vacant)                                                                                                                     |                                                                                                                             |
| <u>REGION 5</u>            | Chicago, Ill. (Vacant)                                                                                                                    |                                                                                                                             |
| <u>REGION 6</u>            | Jose M. Villarreal<br>Post Office and Courthouse<br>Room 342<br>Bryan and Ervay Streets<br>P. O. Box 808<br>Dallas, Texas 75221           | <u>Phone:</u> AC 214 - 749-7281<br>820 Zaragoza Street<br>Laredo, Texas 78040<br>Res: AC 214 - 522-5159                     |
| <u>REGION 7</u>            | Elvin A. Adamson<br>325 Federal Building and<br>Courthouse<br>Lincoln, Nebraska 68502<br><br>Betty Patton, Sec.                           | <u>Phone:</u> AC 402 - 475-3341<br>1610 Kingston<br>Lincoln, Nebraska 68506<br>Res: AC 402 - 488-2194                       |
| <u>REGION 8</u>            | John P. Orcutt<br>6740 East Hampden Avenue<br>Suite 309<br>Denver, Colorado 80222<br><br>Uvonne Teague, Sec.                              | <u>Phone:</u> AC 303 - 837-4248<br>8000 E. Girard, #509<br>Denver, Colorado 80231<br>Res: AC 303 - 759-0698                 |
| (Acting for -<br>Region 9) | Virgil M. Eskew, (At Large)<br>Denver Federal Center<br>Building 67, Room 370<br>Denver, Colorado 80225<br><br>Mrs. Helen Dinwiddie, Sec. | <u>Phone:</u> AC 303 - 234-2469<br>13534 W. Va. Drive<br>Lakewood, Colo. 80228<br>Res: AC 303 - 986-3160                    |
| <u>REGION 9</u>            | San Francisco (Vacant) - Eskew, Acting                                                                                                    |                                                                                                                             |
| <u>REGION 10</u>           | Stanley I. Trenhaile<br>4039 Federal Office Building<br>909 1st Avenue<br>Seattle, Washington 98104<br><br>Beth Slenkamp, Sec.            | <u>Phone:</u> AC 206 - 442-5742<br>6535 Seaview Ave., N. W.<br>Apt. 707-B<br>Seattle, Wash. 98117<br>Res: AC 206 - 784-4018 |



1-3-73

EXHIBIT 2

Page 2

ALASKA -

Walter L. Kubley, Secretary's  
Program Representative  
Room 213 - 204 E. 5th Avenue  
Anchorage, Alaska 99501

Phone: Thru FTS Seattle  
AC 907 - 277-9313

Virginia Hoffman, Sec.



FNS REGIONAL CONTACTS FOR  
DISASTER EMERGENCY FOOD ASSISTANCENORTHEAST REGION

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Food and Nutrition Service, USDA  
26 Federal Plaza - Room 1611  
New York, New York 10007

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Res: AC 212 - LE9-7527

Ron Koushel  
Food and Nutrition Service, USDA  
707 Alexander Road  
Princeton, New Jersey 08550

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1155 Bloomdale Road  
Philadelphia, Pa. 19115  
Res: AC 215 - OR7-1026

SOUTHEAST REGION

Thomas J. Wilson  
Food and Nutrition Service, USDA  
1100 Spring Street, NW  
Atlanta, Georgia 30309

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1261 Bernadette Lane, NE  
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Millard D. Killam  
Food and Nutrition Service, USDA  
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Atlanta, Georgia 30309

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Res: AC 404 - 457-0523

MIDWEST REGION

Al Stauner  
Food and Nutrition Service, USDA  
536 South Clark Street  
Chicago, Illinois 60605

Phone: AC 312 - 353-6665  
1104 East Sayles Drive  
Palatine, Illinois 60067  
Res: AC 312 - 359-2943

M. D. Orr  
Food and Nutrition Service, USDA  
536 South Clark Street  
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Phone: AC 312 - 353-6666  
316 Douglas  
Park Forest, Illinois 60466  
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SOUTHWEST REGION

Russell D. Willsey  
Food and Nutrition Service, USDA  
1100 Commerce Street, Room 5-D-22  
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Phone: AC 214 - 749-2878  
1514 Bardfield  
Garland, Texas 75040  
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Billy W. Wood  
Food and Nutrition Service, USDA  
1100 Commerce Street, Room 5-D-22  
Dallas, Texas 75202

Phone: AC 214 - 749-2916  
2339 Inadale Avenue  
Dallas, Texas 75228  
Res: AC 214 - 328-5961

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1-3-73

EXHIBIT 3

Page 2

WESTERN REGION

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630 Sansome Street  
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George C. Baker  
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San Francisco, California 94111

Phone: AC 415 - 556-2220  
31 Corte Ortega #24  
Green Brae, Cal. 94904  
Res: AC 415 - 461-5500

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FOOD AND NUTRITION SERVICE

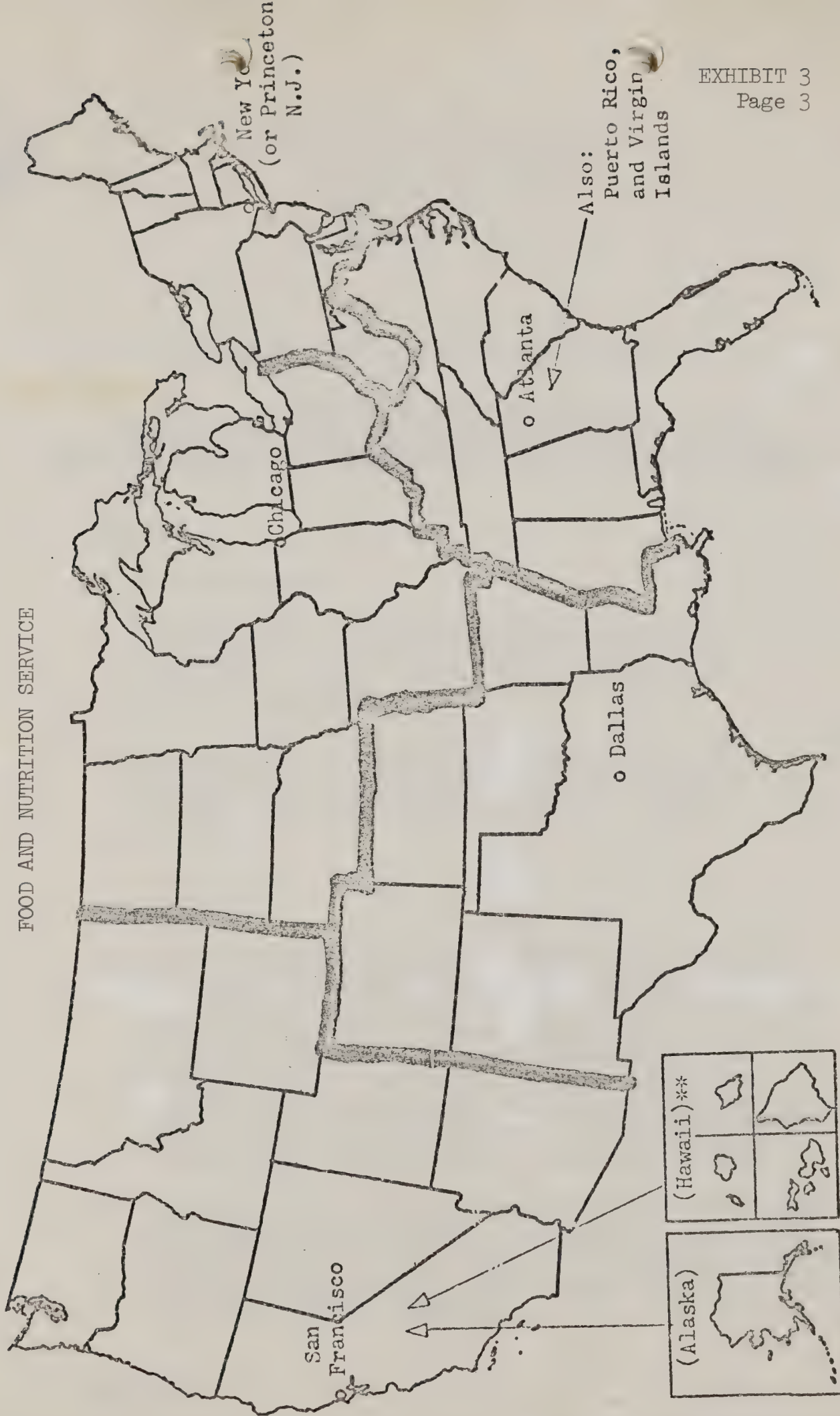
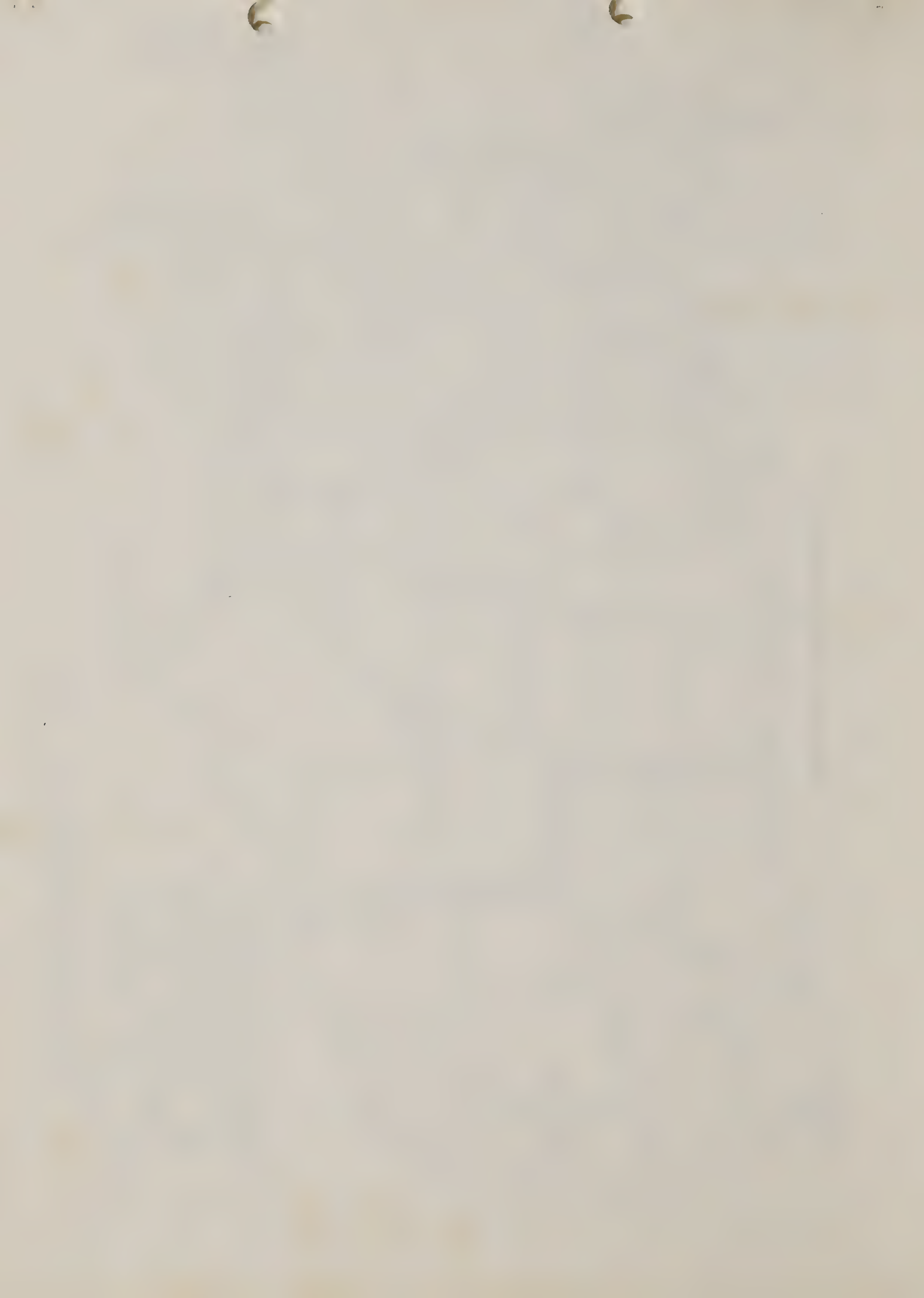


EXHIBIT 3  
Page 3

\*\*Also:  
Guam, American Samoa, and  
Trust Territory of the Pacific Islands





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

January 26, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 45

Memorandum of Understanding  
Between the U. S. Department of Agriculture and the  
Defense Civil Preparedness Agency of the Department of Defense

1 PURPOSE

To provide a copy of:

- A A Memorandum of Understanding between the U. S. Department of Agriculture and the Defense Civil Preparedness Agency (DCPA) of the Department of Defense (Exhibit 1).
- B A related Civil Preparedness Circular (No. 72-3) on the radiological monitoring program which DCPA is sending to State and local civil defense directors (Exhibit 2).

2 BACKGROUND

- A For several months negotiations have been underway to clarify the responsibilities, relationships, and supporting functions of the USDA and the DCPA relating to the National Civil Defense Program, so as to insure constructive progress and coordination at all administrative levels. The results of these negotiations have been incorporated in a Memorandum of Understanding which was signed on December 8, 1972 by the Secretary of Agriculture and the Director of the DCPA (Exhibit 1).
- B The Memorandum of Understanding does not alter USDA's basic defense preparedness responsibility for food and related resources. The primary change is in the radiological monitoring program, which was and is mainly a part of the civil defense program.

3 ACTION

- A Make the usual State level distribution of this memorandum including Exhibits 1 and 2.

COOPERATION /



*[The following text is extremely faint and illegible, appearing to be a series of lines of handwriting or a printed document. It is organized into several distinct blocks or paragraphs across the page.]*



- B Discuss the Memorandum of Understanding (Exhibit 1) in the next regular State board meeting. Place particular emphasis on the following points:
- 1 USDA field employees are encouraged to participate as individuals when requested to do so by civil defense officials, as long as this does not interfere with responsibilities assigned by USDA. (See items III and IV A 8 and B 4 of Exhibit 1.)
  - 2 USDA will provide representation at State civil defense offices to work with them in training, tests and exercises, and actual emergency operations. (See item IV B 8 of Exhibit 1. This is being accomplished in part under USDA State Emergency Memorandum No. 27 and Supplement 1.)
  - 3 DCPA is to encourage State civil defense directors to include space in Emergency Operations Centers (EOC's) for use by USDA. (See item IV A 7 of Exhibit 1. This is being accomplished under USDA State Emergency Memorandum No. 27 and Supplement 1.)
  - 4 In the event of a nuclear attack, civil defense authorities are to provide USDA with monitoring and attack information necessary for evaluating the effects of the attack on livestock, crops, food facilities, and other resources under USDA jurisdiction. (See item IV A 5 of Exhibit 1.)
- C Discuss the DCPA Civil Preparedness Circular (Exhibit 2). This is the new monitoring policy. Note that a determination has been made that an extensive monitoring system to verify the radiological acceptability of food in the early post nuclear attack period is neither feasible nor required.
- D Furnish copies of Exhibits 1 and 2 to USDA county emergency boards along with a memorandum which:
- 1 Points up the most significant items for these boards.
  - 2 Requests them to discuss the exhibits in the next regular county board meeting.

#### 4 ADDITIONAL GUIDANCE

- A The Emergency Operations Handbook will be amended to reflect the new monitoring policy.
- B SCS instructed its State offices on January 4, 1973 regarding the disposition of radiological equipment.

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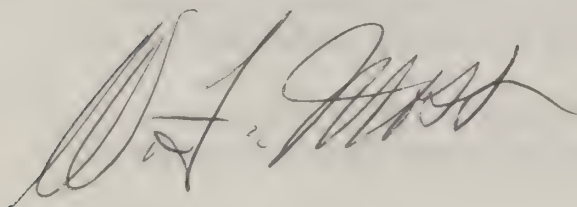
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- C APHIS and AMS are reviewing and re-evaluating their radiological monitoring responsibilities and will issue directives in the near future concerning their decisions.
- D FS instructions on monitoring were sent to appropriate field offices in July 1972. FS does not intend to further change its monitoring program.

5 RETENTION

Retain this memorandum and Exhibits 1 and 2 in emergency records under file code PP 4-6.

A handwritten signature in dark ink, appearing to read 'W. F. Moss', is written in a cursive style.

W. F. Moss  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosures

1. The first part of the document  
describes the general situation  
of the country.

2. The second part of the document  
describes the situation in the  
different regions.

3. The third part of the document  
describes the situation in the  
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DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

February 5, 1973

USDA STATE EMERGENCY MEMORANDUM NO. 46

Flood Disaster Information

1 PURPOSE

- A To provide under separate cover for each SEB chairman eight copies of a booklet "Face to Face With a Flood" referred to as a "citizen's guide for protection of life and property."
- B To announce that additional copies of this booklet can be obtained through the Cooperative Extension Service offices.

2 BACKGROUND

This publication was prepared by the Cooperative Extension Service, Virginia Polytechnic Institute and State University in cooperation with the Extension Service, U. S. Department of Agriculture, and the Defense Civil Preparedness Agency, Department of Defense. It is intended to help people protect themselves and their property during a flood disaster.

Useful information on flood disaster is covered in three sections.

Section 1 - Tells how to be ready for a flood.

Section 2 - Tells what to do when a flood comes.

Section 3 - Explains what to do and what not to do after a flood.

3 ACTION

The State board chairman shall:

- A Furnish a copy of the flood disaster booklet to each SEB member (when the above supply arrives).

NATIONAL DEFENSE



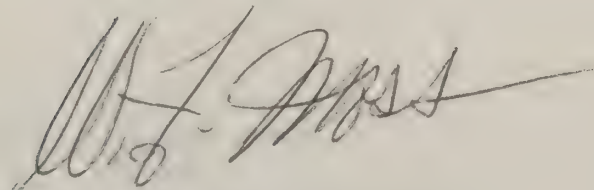




- B Ask that board members familiarize themselves with the information in the booklet.
- C Request the Extension Service representative on the board to:
  - (1) Lead a discussion on the content of the booklet at the next regular SEB meeting.
  - (2) Maintain a sufficient number of copies to handle additional needs as may arise.
  - (3) Provide a supply of the booklet for each county Extension Director.
- D Provide each CEB chairman with sufficient information and guidance for him to take appropriate actions at the county level.
- E Ask the CEB chairman to:
  - (1) Obtain from the county Extension Director a copy of the booklet for each CEB member.
  - (2) Lead a discussion on the content of the booklet at the next regular CEB meeting.

#### 4 RETENTION

The flood disaster booklet should be retained until further notice. This memorandum may be destroyed after the above actions have been taken.



W. F. MOSS  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

March 13, 1974

USDA STATE EMERGENCY MEMORANDUM NO. 47  
SUPPLEMENT 1

Annual Report on Defense Activities

1 PURPOSE

To announce that the Joint Committee on Defense Production of the Congress has published its Twenty-Third Annual Report. This includes USDA's Annual Report on Defense Activities.

2 ACTION

Release USDA's Annual Report on Defense Activities (dated October 5, 1973) to State government representatives and others outside USDA. Remove the classification "For Official Use Only" from the copies of the report before distributing.

3 DISPOSAL

Discard USDA State Emergency Memorandum No. 47 and this supplement when the indicated action has been taken.

*R.B. Wilson*

R. B. WILSON

Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 3, 1974

USDA STATE EMERGENCY MEMORANDUM NO. 48

Natural Disaster Assistance

1 PURPOSE

To provide each member of USDA State Emergency Boards with a copy of the following Federal Disaster Assistance Program (FDAP) Handbooks from Federal Disaster Assistance Administration:

- 3300.1 - Handbook For Applicants - July 1973
- 3300.2 - Eligibility Handbook - July 1973
- 3300.4 - Handbook For State And Federal Officials  
December 1973

2 BACKGROUND

- A Ten copies of the above handbooks are being sent to the SEB Chairman under separate cover.
- B FDAP Handbook 3300.1 replaces OEP Circular 4000.5C, dated February 1971. This handbook outlines the procedure for notifying eligible applicants under provisions of the Federal Disaster Relief Act of 1970.
- C FDAP Handbook 3300.2 is a new edition to provide guidelines for determining eligible applicants and categories of eligible work under the Disaster Relief Act of 1970.
- D FDAP Handbook 3300.4 replaces OEP Circular 4000.4B, dated March 1971 and OEP Circular 4000.6B, dated March 1971. This revised handbook provides guidance to Federal and State Disaster Assistance Officials in administering the Federal Disaster Relief Act of 1970.

3 ACTION

- A Distribute one copy of FDAP Handbooks 3300.1, 3300.2 and 3300.4 to each Board member.





B Each Board member shall acquaint himself and appropriate members of his staff with the contents of these handbooks.

C File the extra copies of these handbooks with the related disaster assistance documents already on hand.

D Dispose of OEP Circulars:

4000.4B - Manual For State Officials - March 1971

4000.5C - Manual For Applicants - February 1971

4000.6B - Manual For Federal Officials - March 1971

4 RETENTION

A Dispose of USDA Defense Memorandum No. 21, dated May 20, 1971.

B Retain this memorandum until further notice.

*R B Wilson*

R. B. WILSON

Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

April 18, 1974

USDA STATE EMERGENCY MEMORANDUM NO. 48  
SUPPLEMENT 1

Natural Disaster Assistance

Due to the unexpected number of recent tornadoes, the initial printing of FDAA Handbooks described in USDA State Emergency Memorandum No. 48 has been depleted. A reprint of these handbooks has been ordered, but delivery will be delayed for several weeks. The promised supply of ten copies as indicated in subparagraph 2 A of USDA State Emergency Memorandum No. 48 will be sent to the SEB chairman as soon as they are available.

Dispose of this memorandum when the FDAA Handbooks have been received.

*R. B. Wilson*

R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

May 14, 1974

USDA STATE EMERGENCY MEMORANDUM NO. 49

DCPA On-Site Assistance

1 PURPOSE

To provide:

- A An outline of the Defense Civil Preparedness Agency (DCPA) On-Site Assistance (OSA) activity, (see Exhibit 1).
- B Guidance on the kind and extent of USDA participation in local OSA projects scheduled within your State.

2 BACKGROUND

- A Two copies of the following DCPA publication are being sent to the SEB chairman under separate cover:

On-Site Assistance--A Guide For Surveying and Developing  
Community Readiness, (Appendices), MP 63-1, May 1972

- B Two copies of the following publication will be sent to you when it is reprinted in about three to four months:

On-Site Assistance--A Guide For Surveying and Developing  
Community Readiness, MP 63, May 1972

- C The selection of localities for OSA projects is made by the DCPA Regional Office on recommendation from FDAA, other Federal agencies and the State Civil Defense Office.
- D Each OSA project is a coordinated community action plan developed for local government use by community leaders and jointly supported by representatives from the Federal and State governments.
- E If OSA projects have thus far been announced for your State, copies of such announcements are being sent to the SEB chairman under separate cover. Future project announcements will be sent to the chairman when received by USDA.

## THEORY OF THE EARTH

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3 ACTION

The SEB chairman shall:

- A Upon receipt of a project announcement or other official information regarding a proposed OSA project, provide such information to affected CEB chairmen.
- B Review provisions of the enclosed Exhibit 1, USDA Emergency Memoranda Numbers 25, 33, 36 and USDA State Emergency Exercise Memorandum No. 12 for use as guidance on the kind and extent of USDA participation in local OSA projects.
- C Provide the CEB chairman of each county involved in an OSA project with a reproduced copy of the enclosed Exhibit 1 and other information that the SEB chairman may consider relevant for CEB use in considering the extent of USDA participation in the project.
- D Request CEB chairmen to:
  - 1 Provide CEB members with relevant information on proposed OSA project.
  - 2 Indicate to CEB members that DCPA desires the participation of any USDA agency which has potential for help in OSA planning.
  - 3 Encourage the CEB member, who in the judgment of the Board, can provide the most meaningful role of USDA representation to participate in the project.
  - 4 Make sure that the USDA person designated to participate in this project is adequately briefed on the significant contributions that USDA is authorized to make in major disaster situations.
- E Retain one set of the publications described in subparagraph 2 A in the emergency file at the ASCS State Office and the other set in the ESO file.

4 RETENTION

Retain this memorandum until further notice.

*R B Wilson*

R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosure

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SUMMARY OF DCPA ON-SITE ASSISTANCE (OSA) ACTIVITYA Objective.

The goal of On-Site Assistance (OSA) is to help local communities develop and maintain a maximum capability to save lives and protect property in event of a disaster emergency.

B Organization.

- 1 At the request of a local government, a team of Federal and State civil preparedness specialists is organized to consult with local governmental and community leaders to determine the status of a community's emergency operating capability. The on-site assistance provided by this team consists of:
  - a Surveying a community's existing level of readiness.
  - b Preparing action plans to improve readiness.
  - c Assisting in developing operational readiness capabilities.
- 2 Each team is organized to assist community leaders in improving their emergency capability, but they do not "take over" or direct community leaders in their efforts.

C Operation.

- 1 The OSA team:
  - a Surveys and documents all potential hazards.
  - b Analyzes the local disaster response capability.
  - c Determines specific improvements or additions needed.
  - d Recommends an action plan to develop local emergency capabilities.
- 2 A community preparedness checklist (Appendix 1-1) is enclosed for use as a guide in determining the local community need for this activity.

D Development.

- 1 A local government usually requests an OSA project through the State civil preparedness agency.





- 2 The appropriate DCPA regional office is responsible for coordinating the development of each project.
- 3 A project is developed through the following steps:
  - a Selection of local area for study depends on population, disaster history and future potential.
  - b Advance preparation, including a review of available research data, preparation of a tentative interview list and a schedule.
  - c Preliminary visit to the community to:
    - 1 Brief key officials.
    - 2 Establish objectives.
    - 3 Prepare interview schedule.
    - 4 Develop work plan.
  - d Prepare on-site survey by:
    - 1 Holding kickoff meeting.
    - 2 Conducting interviews with local officials.
    - 3 Analyzing findings in terms of DCPA standards for local government emergency preparedness.
  - e Prepare summary and recommendations.
  - f Prepare action plan as follows:
    - 1 Obtain concurrence from local officials on the summary and recommendations.
    - 2 Determine which recommendations can be implemented.
    - 3 Identify specific tasks to be accomplished.
    - 4 Assign responsibility for each activity.
    - 5 Establish a schedule of activities.
    - 6 Obtain concurrence on the action plan.
  - g Follow-up activity, including positive immediate action and continual long range action.





## E Benefits.

The OSA process promotes tangible decisions and actions by local government to improve its emergency operating capability. Examples of some of the OSA community benefits that might be expected are:

- 1 Appointment of a full time civil preparedness director.
- 2 Preparation of disaster contingency plans, such as a flood evacuation plan.
- 3 Development of emergency operational facilities and systems, such as emergency warning facilities and communications systems.
- 4 Development and exercise of a school disaster plan.
- 5 Installation of a county or city school disaster alerting system.
- 6 Incorporation of civil preparedness training in schools.
- 7 Surveys of schools for emergency shelter potential.
- 8 Acquisition of transportation, communications equipment, and other hardware at no cost to the community through DCPA surplus and excess property programs.
- 9 Inauguration of training courses for local personnel.
- 10 Training and education for the public in emergency measures.
- 11 Development of alerting procedures in cooperation with news media.
- 12 Compilation of a roster of trained personnel for emergency service.

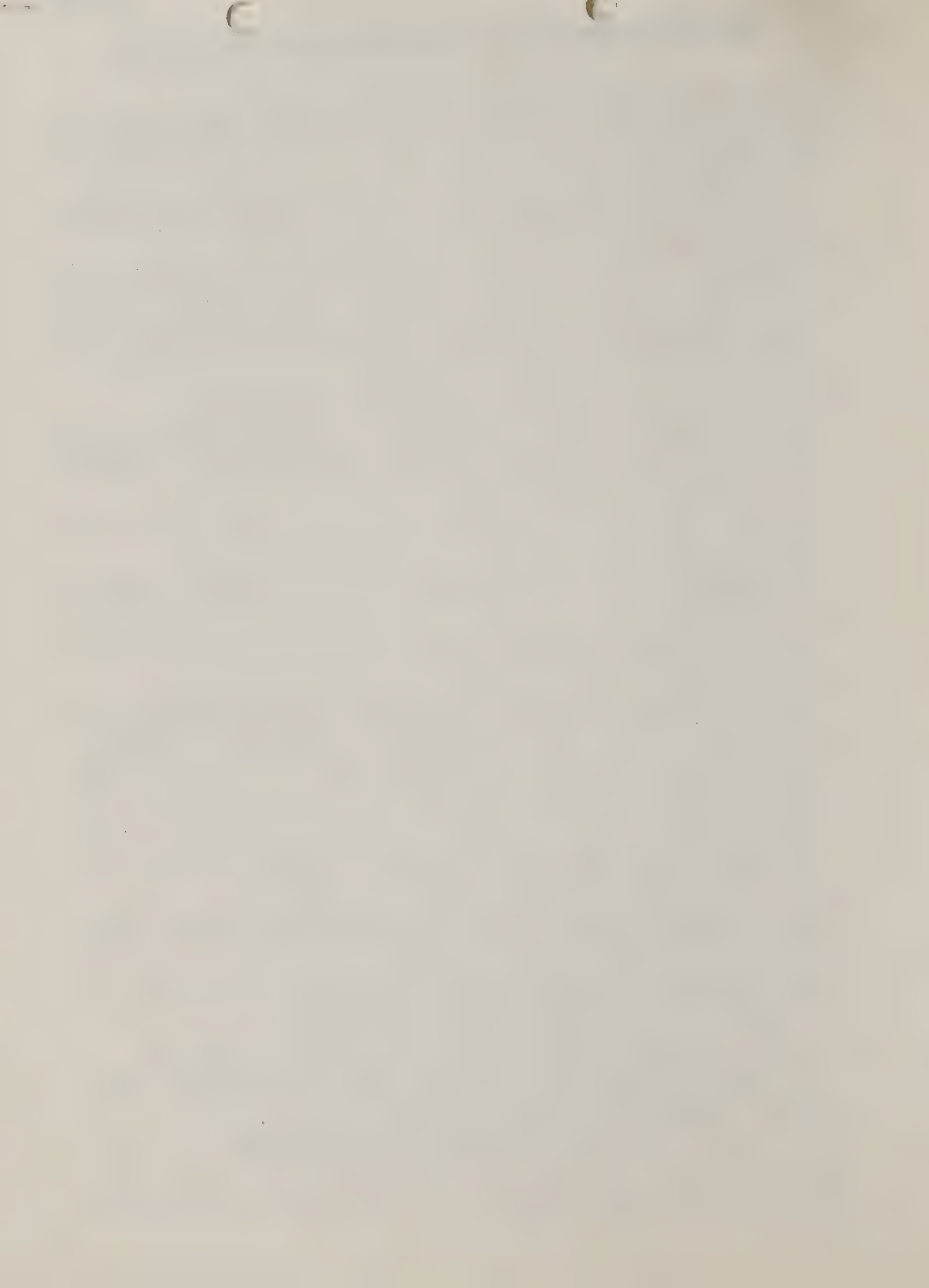
Enclosure



# The Community Preparedness Checklist

Is your city or county ready for disaster? Take the following test and find out. For more details, see **Standards for Local Civil Preparedness—Summary for Public Officials**, published by the Civil Defense Preparedness Agency, Department of Defense. Copies are available through state civil preparedness offices.

- ☐ Is your locality served by a full-time, professional civil preparedness (civil defense) director, to fit together the planning and preparation by all governmental departments to deal with peacetime disasters or the effects of nuclear attack?
- ☐ If your city or county doesn't have a full-time civil preparedness director, do you have a paid part-time director, who also serves local government in some other paid capacity?
- ☐ Do you encourage your civil preparedness director to attend courses available in the state through the Civil Defense University Extension Program, or at the Defense Civil Preparedness Staff College at Battle Creek, Michigan?
- ☐ Does your city's civil preparedness director report to the chief executive?
- ☐ Do the chief executive and the heads of operating departments understand that the role of the civil preparedness director is to coordinate emergency planning and operations by all local departments, on behalf of the chief executive—not to act as an operating department head, or to "take over" in case of an emergency?
- ☐ Is your civil preparedness director (and staff, if any) under a career or civil service system?
- ☐ Has a "hazard analysis" been made of major threats your city could face—such as tornado, earthquake, major industrial or transportation accident, hurricane, or enemy attack effects?
- ☐ Does your community have a local warning system which can get warning to all your citizens of peacetime hazards or enemy attack?
- ☐ Does your city or county have an Emergency Operating Center (protected control site, with communications to all city forces), where key executives can receive information on a disaster, and make coordinated decisions on operations required by the emergency?
- ☐ Is the Emergency Operating Center providing day-to-day benefits to your community (e.g., being used for police, fire, or ambulance dispatching)?
- ☐ Does your locality have an up-to-date emergency operations plan, covering all likely peacetime or attack hazards?
- ☐ Was the emergency plan developed by a team including planners from all major operating departments, rather than solely by the civil preparedness director?
- ☐ Have your chief executive and department heads participated in emergency exercises, based on simulated disasters affecting your jurisdiction, to check disaster plans and decisionmaking in major emergencies?
- ☐ Does your community's emergency organization include means to get advice and information to the people in case of disaster, via local news media?
- ☐ Are hospital, school, and industrial emergency plans tied in with the overall plan?
- ☐ Has your locality trained radiological monitors, for service in case of peacetime incidents involving radioactive materials, or to monitor fallout in case of nuclear attack?
- ☐ Does your jurisdiction have a "community shelter plan," covering advice for the citizens on where to go and what to do in case of attack upon the United States?
- ☐ Has the community's level of readiness for major emergencies been evaluated by the chief executive and department heads, and an "action plan" prepared—covering specific actions to improve emergency readiness?







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

July 30, 1974

USDA STATE EMERGENCY MEMORANDUM NO. 50

Natural Disaster Responsibilities of USDA  
State and County Emergency Boards

1 PURPOSE

To update and consolidate information and instructions relating to USDA State and county emergency board responsibilities with respect to natural disasters which significantly affect rural areas.

2 RESPONSIBILITIES

A USDA State and county emergency boards are responsible for:

1 Reporting:

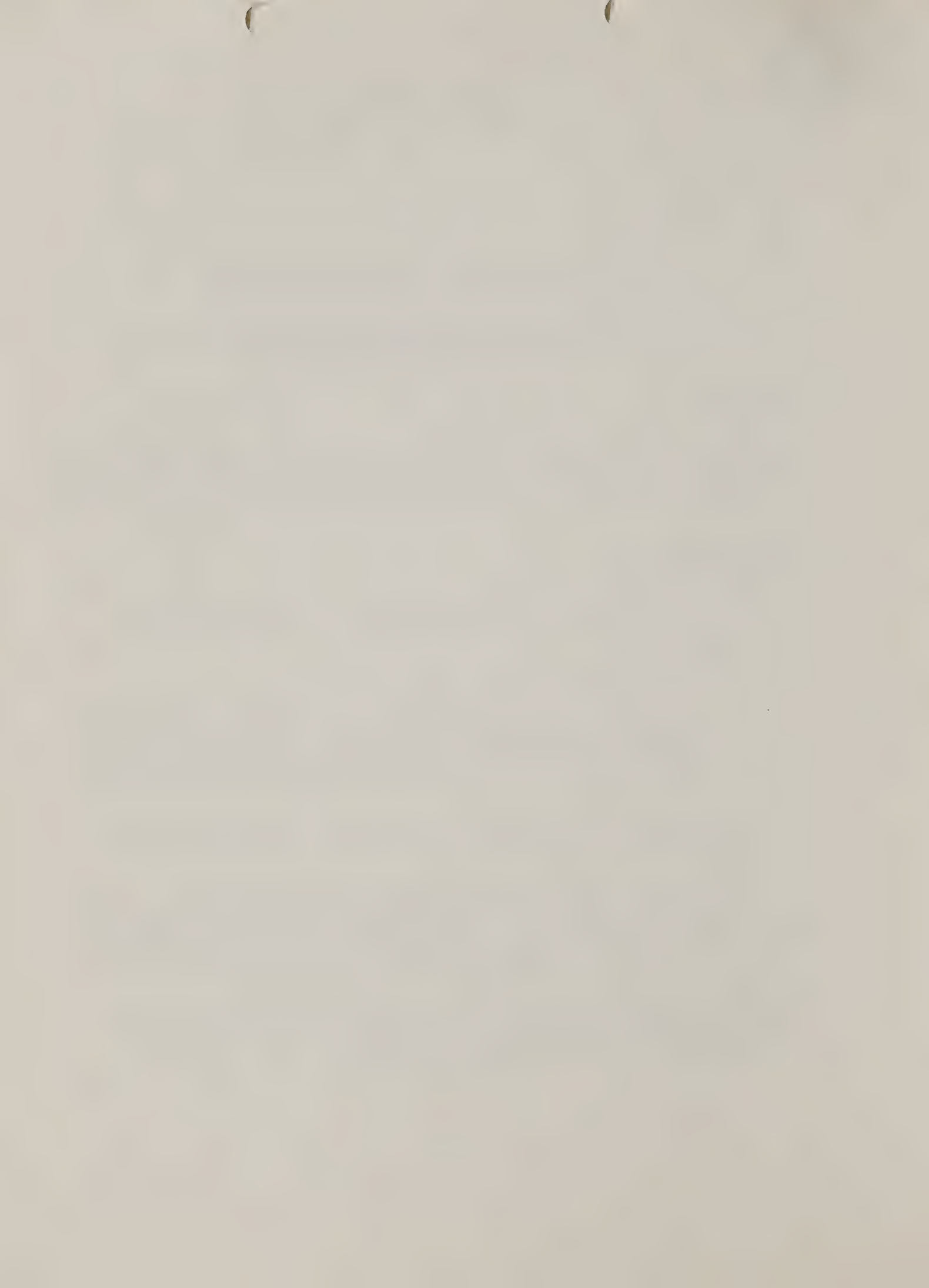
a Disaster information called for in Exhibits 2, 3, and 4.

b Conditions such as heavy rains which threaten to develop into disaster situations. (No prescribed reporting form or time.)

2 Coordinating USDA disaster activities to assure efficiency and effectiveness.

3 Maintaining liaison with appropriate representatives of State and county government. The SEB chairman must also maintain close liaison with the Secretary's Regional Representative of the Office of Intergovernmental Affairs (OIA).

B Agency representatives on SEB's and CEB's are responsible for informing the chairman of progress made by their respective agencies in providing disaster assistance.





C USDA Agencies are responsible for:

- 1 Disaster Assistance Programs outlined in Exhibit 1.
- 2 Administering their respective disaster assistance programs. Boards are not to become directly involved in disaster assistance programs of individual agencies.

3 DISASTER ACTION

Both the SEB and CEB chairmen (or acting chairman when chairman is unavailable or unable to act) shall take the following action:

- A Call a meeting of their respective boards as soon as possible, if a disaster significantly affecting rural areas occurs in his State or county.
- 1 The SEB chairmen shall invite the Federal Disaster Assistance Administration (FDAA) representative, Governor's Emergency Coordinator, State Department of Agriculture representative, State Civil Defense Director, and any other appropriate person.
  - 2 The CEB chairmen shall invite the County Commissioners, County Civil Defense Director, and other appropriate officials if available.
- B Consult with as many emergency board members as possible, either in person or by telephone, when a meeting is physically impossible.
- C In the meeting:
- 1 Review FDAA Handbook 3300.4 (to be mailed under separate cover when available) and Exhibit 1 of this memorandum.
  - 2 Arrange, if necessary, for obtaining damage information as required for preparation of Exhibits 3 and 4.
  - 3 Coordinate board activities to:
    - a Avoid duplication of efforts in obtaining needed information.
    - b Assure common use of information obtained.
    - c Avoid providing conflicting information to the public and others.



4 Make sure that each board member keeps the chairman informed of progress in carrying out the emergency programs of his agency.

D Maintain liaison with appropriate county or State government representatives.

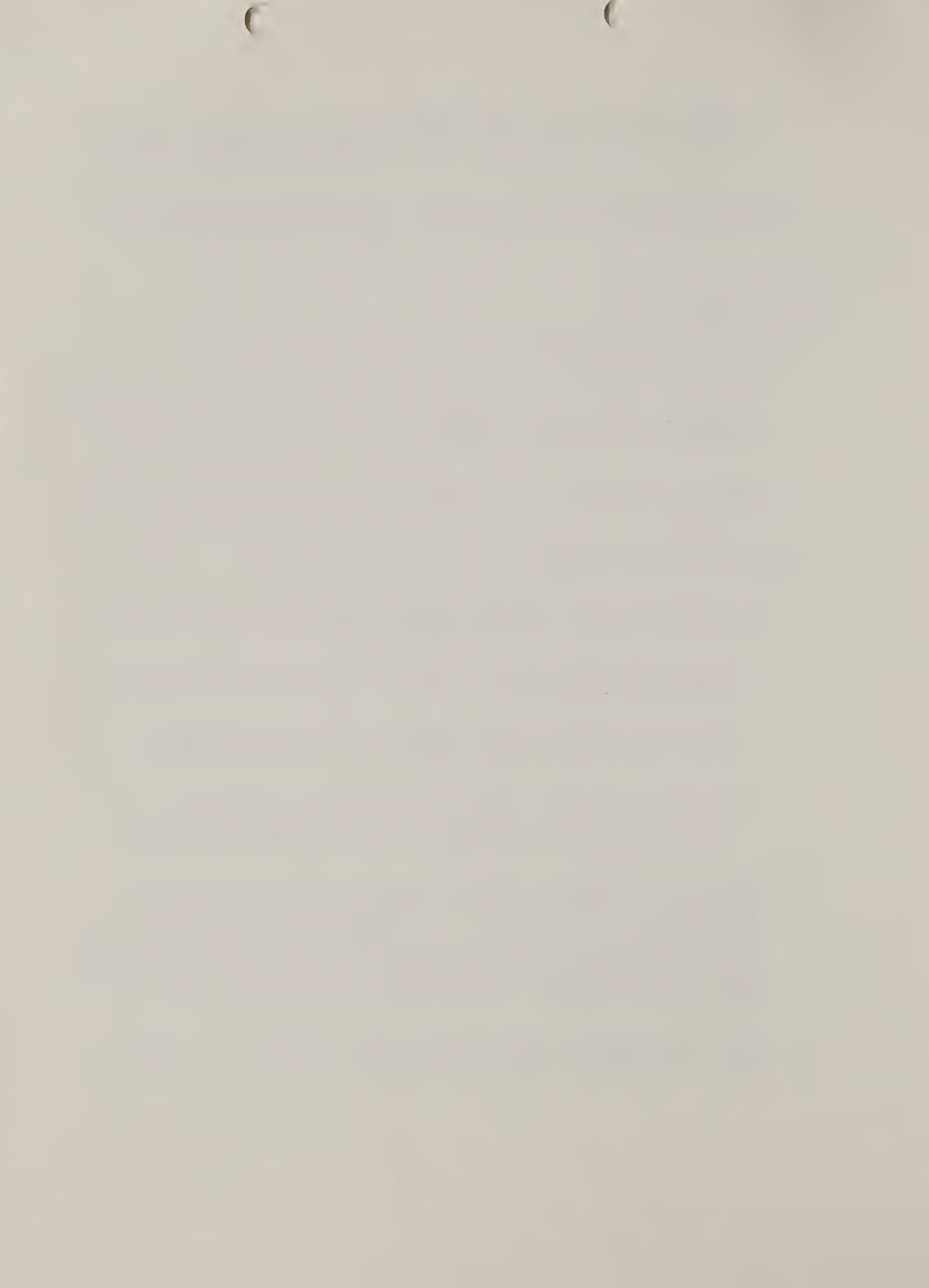
#### 4 SUBMITTING REPORTS

A The CEB chairman shall submit the following reports:

- 1 Immediate Flash Report (Exhibit 2) promptly after the disaster.
- 2 Complete Flash Report (Exhibit 3) within 20 hours after the disaster.
- 3 Damage Assessment Report (Exhibit 4) within 60 hours after the disaster.

B The SEB chairman shall:

- 1 Prepare consolidated State disaster reports based on reports from the counties. These reports are:
  - a Immediate Flash Report (Exhibit 2). Submitted promptly after the disaster.
  - b Complete Flash Report (Exhibit 3). Submitted within 24 hours after the disaster.
  - c Damage Assessment Report (Exhibit 4) in cooperation with the SRS representative on the board. Submitted within 72 hours after the disaster.
- 2 Make certain that the Complete Flash Report and the Damage Assessment Report pertain to only those counties reported in the Immediate Flash Report. If additional counties are struck by disaster soon after an Immediate Flash Report has been sent, send another Immediate Flash Report covering only the additional counties.
- 3 Send each report by wire or telephone. If sent by telephone, follow up promptly with mailed copy.



## 5 NATURAL DISASTER ASSISTANCE CENTERS

If FDAA establishes such center or centers in the local disaster area, the SEB chairmen shall:

- A Select a qualified USDA person to represent USDA at each center. Consult with other board members in making the selection.
- B Orient the selected person on all current USDA emergency programs and the provisions of FDAA Handbook 3300.4.
- C Inform FDAA representative that the USDA representative is available to help at each of the assistance centers.

## 6 DISTRIBUTION OF THIS MEMORANDUM

The SEB chairman shall:

- A Make the standard distribution at the State level.
- B Send this memorandum or appropriate parts to CEB chairmen.

## 7 SUPERSEDED MEMORANDA

Discard USDA State Emergency Exercise Memorandum No. 12, USDA State Emergency Memoranda No. 7, 21, 25 and Supplement 1, 36 and Supplement 1, and 44.

## 8 RETENTION

Retain this memorandum until incorporated in the USDA Emergency Operations Handbook.

*R B Wilson*

R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosures

cc: Wilson, SEC., Rm. 102-W Admin.  
Wood, SEC., Rm. 102-W Admin.  
Secretary's Records, Rm. 125-W Admin.  
DAP, Rm. 243-W Admin.  
Davis, ASCS/EP, Rm. 6628 So.  
Morton, ASCS/EP, Rm. 6628 So.  
Doughty, ASCS/EP, Rm. 6622 So.  
Bjorlie, ASCS/EP, Rm. 6616 So.

ASCS/EP/ASBjorlie/nly/7/28/74/ext. 74642/ASCS-EP-11





NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

1 INTRODUCTION

The U.S. Department of Agriculture renders many types of assistance in emergencies caused by natural disasters. Depending on the nature and severity of the disaster, the Department is prepared to:

- A Expand food stamp programs in disaster areas whenever local authorities identify increasing needs.
- B Assist in providing livestock feed.
- C Provide loans and cost share financing to assist farmers and other rural residents in rehabilitation efforts and to assist rural electric and telephone cooperatives to repair or replace damaged lines.
- D Make indemnity payments to farmers for crops covered by insurance through the Federal Crop Insurance Corporation.
- E Provide technical information and assistance to farmers and others in developing disaster plans and in returning to normal after a disaster has occurred.
- F Control plant and livestock diseases and insect infestations.
- G Suppress fires on or adjacent to national forests and provide aid in suppressing other rural fires.
- H Provide assistance through regular USDA programs adapted as necessary to disaster situations.

2 PROCEDURE

The nature and scope of the disaster determines which of the types of disaster assistance are possible and which will be authorized. National level natural disaster programs are the responsibility of Department of Agriculture (USDA) agencies and they are coordinated by the:

- A Assistant to the Secretary, Office of Intergovernmental Affairs (OIA) at the National level.
- B Secretary's Regional Representatives, OIA at the Regional level.
- C Chairman, USDA State or County Board at the State and county level.



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

3 USDA ASSISTANCE AVAILABLE IN THE ABSENCE OF DECLARATION OF A MAJOR  
DISASTER BY THE PRESIDENT

- A Agricultural Marketing Service. The Agricultural Marketing Service can assist in obtaining freight rate reductions to facilitate the movement of feed supplies to areas affected by natural disasters or in the movement of livestock from such areas to other areas where adequate pasture or forage exists.
- B Agricultural Stabilization and Conservation Service. The Agricultural Stabilization and Conservation Service can provide assistance as follows:
- 1 Approved Disaster Area. Before assistance can be provided under the following ASCS programs, the disaster area must
    - (a) be recommended by the County and State ASC Committees,
    - (b) have a certificate of need signed by the State Governor and
    - (c) be approved by the Secretary of Agriculture:
  - a Reduced Price Livestock Feed. Commodity Credit Corporation feed grain may be sold at reduced prices to eligible farmers for eligible livestock.
  - b Grazing and Haying. Seasonal grazing or haying may be authorized on set-aside and CAP acreage retired from the production of annual program crops. When the need for grazing or harvesting of CAP acreage is established, the producer is charged an amount equal to the fair value of the forage removed. Temporary grazing on such acreage as a result of sudden disaster, such as a flash flood, may be approved at no charge to the farmer or rancher.
  - c Emergency Conservation Measures. Emergency conservation funds may be authorized to make payments up to 80 percent of the cost to farmers and ranchers if they:
    - (1) Carry out emergency conservation measures to control wind erosion on farm lands, or
    - (2) Rehabilitate farm lands damaged by natural disaster.



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

- 2 Regular ASCS Program Operations. The following regular ASCS programs do not require official disaster area approval before assistance can be provided:
  - a Adjustments in Regular Programs. Some regular programs include specific procedures for natural disaster aid such as payments to wheat, feed grain, and cotton growers when planting is prevented or yields are abnormally low.
  - b Indian Acute Distress Donation Program. Commodity Credit Corporation feed grains may be donated to Indian tribes for livestock feeding following a request by the Department of Interior and concurrence by the Secretary of Agriculture based on chronic acute distress of needy members of an Indian tribe intensified due to severe drought, flood or other catastrophe. Distribution of feed to the tribe is arranged by the Bureau of Indian Affairs, Department of the Interior.
  - c Migratory Wildfowl Feeding. Commodity Credit Corporation grain may be donated to the Department of the Interior for feeding migratory wildfowl when threatened with starvation or for prevention of crop damage. This action depends on a finding by the Secretary of the Interior that an emergency exists.
  - d Resident Wildlife Feeding. Commodity Credit Corporation grain may be donated to State agencies for resident wildlife threatened with serious damage or loss from starvation. This action depends on a joint finding by the Secretary of the Interior and the State Wildlife Agency that an emergency exists.
- C Animal and Plant Health Inspection Service. The Animal and Plant Health Inspection Service is prepared to provide technical advice and assistance as follows:
  - 1 Animal Disease. Veterinarians and inspectors assist in carrying out all State and Federal emergency animal disease prevention, control and eradication measures.





NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

- 2 Wholesomeness. Veterinarians and inspectors assure the wholesomeness of meat and poultry products and by-products in slaughtering and processing plants subject to continuous inspection by the Animal and Plant Health Inspection Service.
- 3 Plant Diseases. Plant pathologists and entomologists may assist in emergency measures to control, eradicate, and prevent the spread of certain plant diseases and insect pests.

D Extension Service.

The Extension Service provides informational material on the probabilities and possibilities of disaster, and supplies information on what farmers and ranchers may do to alleviate disaster damage. State and local Extension Services provide advice on clean up of damaged property, sanitation precautions, insect control, food preparation in the emergency, recovery actions on damaged farms and renovation of damaged equipment and property.

E Farmers Home Administration.

Following a natural disaster, the Farmers Home Administration may make emergency loans in counties designated as emergency loan areas by the Secretary of Agriculture. Where 25 or fewer farmers have been affected by a disaster, the Farmers Home Administration State Director may authorize these loans. The initial request for a Secretarial designation or a State Director's authorization must be made to Farmers Home Administration by the local county governing body. The county governing body's request will be sent to the FmHA State Director where he is empowered to act or to the Governor of the State if more than 25 farmers are affected. The Governor may then request the Secretary to make a designation.

- 1 Emergency Loans. Emergency loans are made to eligible farmers, ranchers, and oyster planters to cover production and physical losses resulting from a designated disaster or enable them to continue operations with credit from other sources, including regular FmHA loan programs.



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

- 2 Loan Features. The loans are limited to the amount of loss not compensated for by insurance or otherwise. Terms are based on each individual's repayment ability and the purpose for which the loan funds will be used. The interest rate is five percent. Security in the form of liens on crops, livestock, farm machinery, and real estate must be provided with sufficient equity to protect the government's interest.

For losses of a physical nature, emergency loans will be based on the cost of repairing, replacing, and restoring farm property and farm homes, including essential furnishings and personal possessions. Applicants may be reimbursed for expenses already incurred for such purposes. Loans that are based on qualifying production losses may include funds to repay applicants for production expenses which went into their damaged or destroyed crop and livestock enterprises. In all cases, applicants will be required to furnish itemized statements of expenditures for which they are requesting reimbursement.

F Federal Crop Insurance Corporation

In more than one-third of the counties, the Federal Crop Insurance Corporation offers to sell insurance to farmers on one or more crops. This insurance covers production costs, and payment is made after a crop loss where yields fall below guaranteed coverage. Farmers must have purchased such insurance prior to the crop loss. Payment is made after inspection and confirmation of the insured loss.

G Food and Nutrition Service.

Under Public Law 93-288 and Executive Order 11795 designed to implement this law, responsibility for distribution of food in a natural disaster area is assigned to the Federal Disaster Assistance Administration (FDAA) in the Department of Housing and Urban Development (HUD). This executive order further delegates the President's authority to determine food stamp disaster areas as well as the distribution of food stamps and emergency food coupon allotments in disaster situations to the Secretary of Agriculture. The distribution of emergency food coupon allotments may also be authorized by the Secretary of Agriculture, upon request of the State agency which has



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

the responsibility for the administration of the federally aided public assistance programs. As a condition to authorization it must be determined that, as the result of a disaster, and because of a reduction in or inaccessibility of income or resources, households are in need of food assistance which cannot be met by the existing Food Stamp Program in the affected food stamp project area.

H Forest Service. The Forest Service:

- 1 Provides fire protection on national forests and assists in control of fires that threaten to spread from nearby lands into national forests.
- 2 Cooperates with State foresters through provisions of Section 2 of the Clarke-McNary Act of 1924, and Title IV of the Rural Development Act of 1972, by providing financial and technical assistance in rural and wildland fire prevention and suppression.
- 3 Provides professional assistance and financing to State organizations for preventing, detecting and evaluating forest insect and disease outbreaks on lands of all ownership.
- 4 Installs emergency measures for runoff retardation and soil erosion prevention to safeguard life and property of watershed lands suddenly impaired by fire, flood, and other natural disaster.
- 5 Furnishes personnel and equipment for rescue work and other emergency measures on national forests and on other lands in cooperation with State forestry agencies.

I Rural Electrification Administration. The Rural Electrification Administration assists REA-financed electric and telephone cooperatives and companies with additional loans and technical assistance in obtaining resources for restoration of service after a natural disaster.





NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

J Soil Conservation Service. The Soil Conservation Service is prepared to:

- 1 Provide technical and financial assistance under authority of Section 216 of the Flood Control Act of 1950, with authorization from the Secretary of Agriculture, to undertake such measures for runoff retardation and soil erosion prevention as may be needed to safeguard lives and property from floods and the products of erosion on any watershed whenever fire or any other natural forces have caused a sudden impairment of the watershed.
- 2 Provide technical assistance for rehabilitation of land and conservation systems for which ASCS provides cost-sharing.
- 3 Provide technical assistance for emergency protection against high water and rehabilitation of rural lands damaged by natural disaster.
- 4 Provide assistance in evaluating the severity of the disaster (depth of water, time inundated, area affected, etc.). Also includes assistance in assessing the type of problems created and the amount and type of emergency work needed to restore the area to normal operations.
- 5 Provide information and materials (maps and reports) on watershed projects, river basin studies, and Rural Conservation and Development projects.
- 6 Provide assistance in locating heavy earth-moving equipment.
- 7 Make available pickups and other types of transportation equipment for emergency use.
- 8 Provide assistance with transportation problems when roads and highways cannot be used.

4 ADDITIONAL USDA DISASTER ASSISTANCE AVAILABLE FOLLOWING A MAJOR DISASTER OR EMERGENCY DECLARATION BY THE PRESIDENT

A Presidential major disaster or emergency declaration under the Disaster Relief Act of 1974, (P.L. 93-288) makes possible the following additional assistance:



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

- A Livestock Feed. Livestock feed can be donated under 1 and 2 with prior approval of Federal Disaster Assistance Administration which will pay additional cost of feed ingredients and services over and above the donated CCC-owned feed grains. If CCC grains are not readily available, grain may be purchased outside of CCC channels.
- 1 Crash Feed Grain Donation Programs. Feed grains may be furnished when livestock are commingled, stranded, and unidentified as to owner, or if the owner is temporarily unable to arrange for feed or pasture. The duration of such a program is only until owners are able to resume care of their livestock.
  - 2 Herd Preservation Feed Grain Donation Program. Assistance may be offered through the donation of CCC-owned feed grain to eligible owners of eligible livestock. Eligible owners must have had their livestock operations so damaged by the disaster that they do not have remaining cash or credit with which to purchase necessary livestock feed at market or livestock feed program prices to maintain their livestock.
- B Fire Fighting. Section 417 of P.L. 93-288 authorizes the President to provide assistance, including grants, to any State for the suppression of any fire on publicly or privately owned forest or grassland which threatens such destruction as would constitute a major disaster. USDA-Forest Service (or the U.S. Department of the Interior, Bureau of Land Management) provides technical assistance to the Federal Disaster Assistance Administration who administers P.L. 93-288.
- C Debris Clearance. P.L. 93-288 authorizes the President to use Federal departments, agencies, and instrumentalities to remove from publicly or privately owned lands and waters, debris and wreckage resulting from a major disaster, or to make grants to any State or local government for such debris removal. Policies, procedures, and methods of removal will be determined by Federal Disaster Assistance Administration.
- D Emergency Loans. When the President declares a major disaster, the Farmers Home Administration automatically makes loans available in counties named by Federal Disaster Assistance Administration. Such loans are made at the same interest rates and terms and for the same purposes as described for loans under a designation by the Secretary of Agriculture.



NATURAL DISASTER ASSISTANCE AVAILABLE FROM  
THE U.S. DEPARTMENT OF AGRICULTURE

5 WHERE TO APPLY FOR USDA ASSISTANCE

USDA has offices in nearly every county. In many counties, all USDA agencies are at a central location and, except for the types of assistance described below, any local USDA agency office can either take the application for approved help or direct the person to the nearest office of the USDA agency providing the service.

- A Disaster victims able to prepare foods and serve them as a family unit should go to the local city or county welfare office for certification of eligibility for food stamps. When the President has declared a major disaster, and disaster assistance centers are in operation, disaster victims should be encouraged to go to the disaster assistance centers to obtain their food stamps.
- B State agencies distributing USDA-donated foods can release these foods for emergency group feeding which is usually conducted by disaster relief organizations, such as the American National Red Cross, the Salvation Army, or the Civil Defense.
- C For fire fighting aid on private lands, contact the nearest Federal or State Forestry Office or local fire department. If they cannot handle the fire, they will request help.
- D For assistance for Indian tribes, the Bureau of Indian Affairs handles all requests.
- E Electric and telephone borrowers should contact Rural Electrification Administration in Washington directly.





IMMEDIATE FLASH REPORT

1 COUNTY REPORT

A CEB chairman, immediately after the disaster, shall report to the SEB chairman the following:

- 1 County affected
- 2 Area in county affected
- 3 Date and time of disaster
- 4 Name of person submitting report to SEB
- 5 Date and time of report
- 6 Type and description of disaster

B Report by telephone.

2 STATE REPORT

A SEB chairman, upon receipt of county report or reports, shall consolidate them as follows:

- 1 State affected
- 2 Counties affected
- 3 Date and time of disaster
- 4 Name of person submitting report
- 5 Date and time of report
- 6 Type and description of disaster

B Identify report as IMMEDIATE flash report and send by telephone or wire to:

- 1 ASCS Regional Director, ATTENTION: Emergency Preparedness Division.
- 2 Secretary's Regional Representative, OIA, wherever he is located at the time.
- 3 Appropriate State government disaster representatives.



COMPLETE FLASH REPORT

1 COUNTY 20-HOUR REPORT

A CEB chairman, within 20 hours after disaster, shall report to the SEB chairman the following:

1 thru 6 of Immediate Flash Report (Exhibit 2) updated.

7 Briefly describe any USDA action taken.

8 Indicate USDA assistance required:

- a Food
- b Fire control
- c Emergency credit
- d Livestock feed
- e Emergency conservation measures
- f Other

9 Estimated number livestock lost:

- a Cattle
- b Hogs
- c Sheep
- d Poultry

10 Estimated acreage of farmland affected.

11 Are telephones in disaster area operational?

B Send report by telephone. Follow with mail copy. Provide copies to appropriate local government representatives and CEB members.



COMPLETE FLASH REPORT

2 STATE 24-HOUR REPORT

A SEB chairman, upon receipt of county report or reports, shall consolidate them as follows:

1 thru 6 of Immediate Flash Report (Exhibit 2) updated.

7 Briefly describe any USDA action taken.

8 Indicate USDA assistance required:

- a Food
- b Fire control
- c Emergency credit
- d Livestock feed
- e Emergency conservation measures
- f Other

9 Estimated number livestock lost:

- a Cattle
- b Hogs
- c Sheep
- d Poultry

10 Estimated acreage of farmland affected.

11 Are telephones in disaster area operational?

B Send report by telephone or wire to the following:

- 1 ASCS Regional Director, ATTENTION: Emergency Preparedness Division.
- 2 Secretary's Regional Representative, OIA.
- 3 Appropriate State government disaster representatives.

C If sent by wire, use format of SAMPLE WIRE on page 3 of this exhibit.

D If sent by telephone, follow with mail copy.





SAMPLE WIRE

SEB chairman shall use format below if Complete Flash Report is sent by wire.

83184

FM: NEBR .

TO: Regional Director, Attention: EP Division

USDA 24-HOUR NATURAL DISASTER REPORT

- 1 Nebraska
- 2 Burt and Cuming Counties
- 3 3/5/74 10:30 P.M. CST
- 4 Mintling, State Emergency Board Chairman
- 5 3/6/74 12:00 A.M. CST
- 6 Tornado - path 2 miles wide, 20 miles long, West Point to 5 miles northeast of Oakland.
- 7 FNS consulted with Red Cross re availability of school lunch supplies for feeding evacuees. Feeding underway.
- 8 Food - Yes  
Fire - No  
Credit - Yes  
Livestock Feed - No  
ECM - Yes
- 9 Cattle - 3,000  
Hogs - 3,500  
Sheep - None  
Poultry - 10,000
- 10 25,000 Acres
- 11 No

Signature of Sender (Mintling, State Emergency Board Chairman)

Local Time (13 Ø 5)



INSTRUCTIONS FOR DAMAGE ASSESSMENT REPORT

- 1 Reproduce form for Damage Assessment Report locally as needed.
- 2 Complete blocks 1 and 2 as appropriate to indicate whether the report is submitted by the CEB or the SEB.
- 3 If the information called for in the report is transmitted by telephone, follow up with a mailed copy.
- 4 CEB chairman shall send report within 60 hours to the SEB chairman with copies to:
  - A CEB members.
  - B Chairman, board of county commissioners.
  - C County civil defense director.
- 5 SEB chairman shall send report within 72 hours to the following:
  - A ASCS Regional Director, ATTENTION: Emergency Preparedness Division.
  - B Secretary's Regional Representative, OIA. (This representative will add such information as fire information from FS, and food needs from FNS.)
  - C Appropriate State government disaster representative.
  - D SEB members.



DAMAGE ASSESSMENT REPORT

|   |       |   |        |   |      |   |             |
|---|-------|---|--------|---|------|---|-------------|
| 1 | State | 2 | County | 3 | Date | 4 | Reported by |
|---|-------|---|--------|---|------|---|-------------|

5 Brief description of disaster (type, location, area covered, types of damage, e.g., crops, roads, public, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DAMAGE ESTIMATES

|    |                                                                                                                                                                                 |                         |                                          |                |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------|----------------|
| 6  | <u>Number of Farms Damaged</u>                                                                                                                                                  |                         |                                          |                |
| 7  | <u>Crops</u>                                                                                                                                                                    | <u>Total Acres</u>      | <u>Percent Damaged/Lost</u>              | <u>\$ Loss</u> |
|    | _____                                                                                                                                                                           | _____                   | _____                                    | _____          |
|    | _____                                                                                                                                                                           | _____                   | _____                                    | _____          |
|    | _____                                                                                                                                                                           | _____                   | _____                                    | _____          |
| 8  | <u>Livestock and Poultry</u>                                                                                                                                                    | <u>Number Lost</u>      | <u>Number Stranded</u>                   | <u>\$ Loss</u> |
|    | <u>Cattle</u>                                                                                                                                                                   | _____                   | _____                                    | _____          |
|    | <u>Sheep</u>                                                                                                                                                                    | _____                   | _____                                    | _____          |
|    | <u>Hogs</u>                                                                                                                                                                     | _____                   | _____                                    | _____          |
|    | <u>Poultry</u>                                                                                                                                                                  | _____                   | _____                                    | _____          |
|    | <u>Other</u>                                                                                                                                                                    | _____                   | _____                                    | _____          |
| 9  | <u>Farm Buildings</u>                                                                                                                                                           | <u>Number Destroyed</u> | <u>Number Damaged</u><br>(Major) (Minor) | <u>\$ Loss</u> |
|    | <u>Homes</u>                                                                                                                                                                    | _____                   | _____                                    | _____          |
|    | <u>Mobile Homes</u>                                                                                                                                                             | _____                   | _____                                    | _____          |
|    | <u>Other Structures</u>                                                                                                                                                         | _____                   | _____                                    | _____          |
| 10 | <u>Agricultural Stabilization and Conservation Service:</u><br>Estimated damage to cropland - \$ _____                                                                          |                         |                                          |                |
| 11 | <u>Farmers Home Administration:</u><br>Number of anticipated Emergency Loan applications - _____<br>Type of Emergency Loans needed - _____<br>Total estimated amount - \$ _____ |                         |                                          |                |
| 12 | <u>Soil Conservation Service:</u><br>Section 216 funds needed - \$ _____<br>Type of work needed - _____                                                                         |                         |                                          |                |







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

SEP 19 1974

OFFICIAL  
SECRETARY'S RECORDS  
2 2 4  
NUR  
RECORDS SECTION

USDA STATE EMERGENCY MEMORANDUM NO. 50  
SUPPLEMENT 1

Revision of Exhibit

1 PURPOSE

To provide Revised Exhibit 1 to replace Exhibit 1 in USDA State Emergency Memorandum No. 50.

2 CORRECTIONS MADE

Portions of Exhibit 1, pertaining to programs administered by ASCS, were in error. Some other portions already need modification. Corrections and modifications are in Revised Exhibit 1 which is enclosed.

3 ACTION

The SEB chairmen shall:

- A Prepare and send Revised Exhibit 1 to those who previously received USDA State Emergency Memorandum No. 50.
- B Inform recipients that the Revised Exhibit 1 replaces Exhibit 1.

4 RETENTION

Retain this memorandum until further notice.

SIGNED

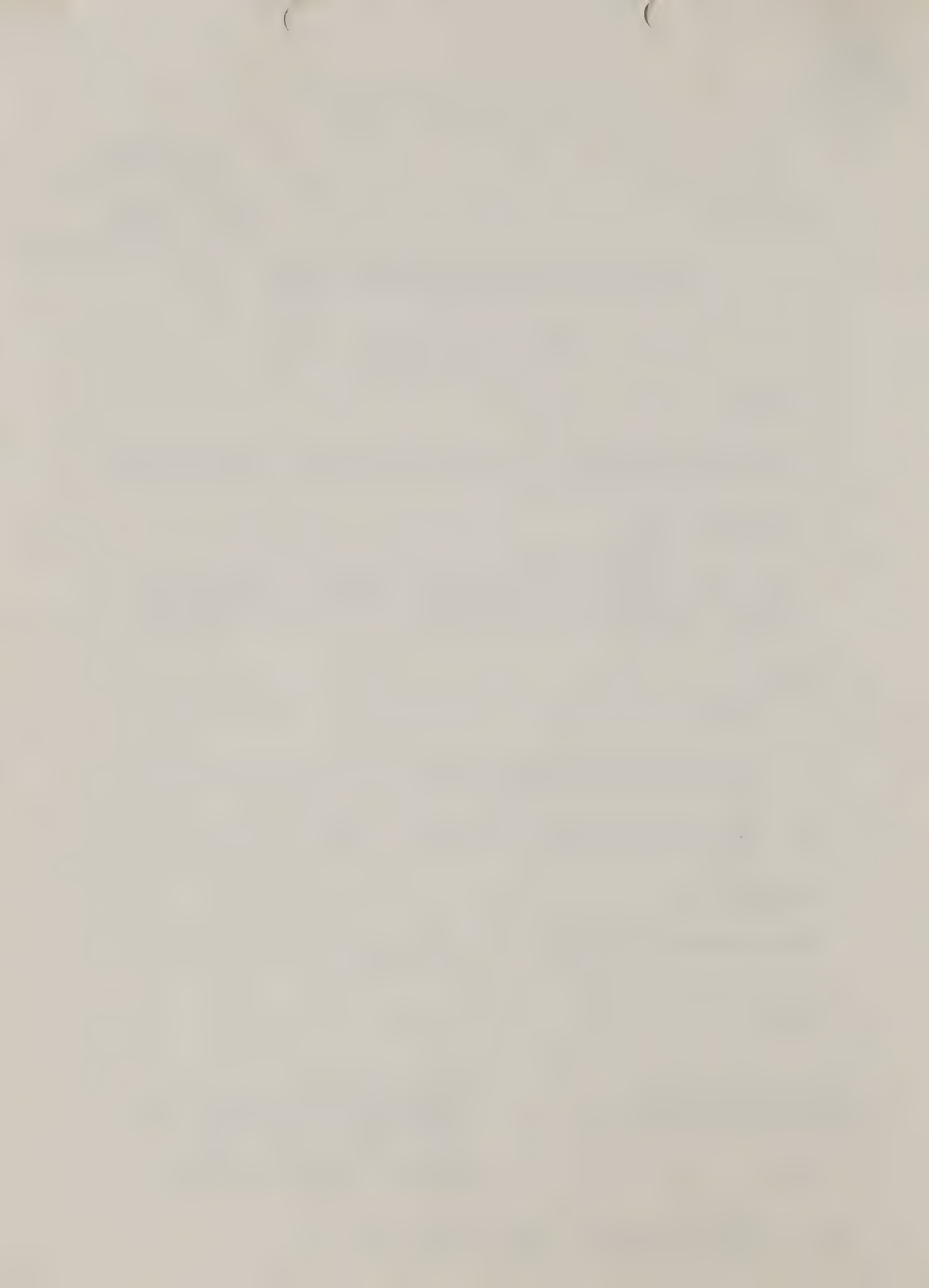
R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs

Enclosure

cc: DAP  
R.B. Wilson, SEC, Rm. 102-W  
Secretary's Records, Rm. 125-W  
Wood, SEC, Rm. 102-W (2)  
Davis, ASCS/EP, Rm. 6628-S  
Bjorlie, ASCS/EP, Rm. 6616-S

ASCS/EP/ASBjorlie/elh/ext. 74642/9-12-74/ASCS-EP-17

NATIONAL DEFENSE





DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

OCT 7 1974

USDA STATE EMERGENCY MEMORANDUM NO. 51

Annual Report on Defense Activities

1 PURPOSE

To announce that copies of USDA's Annual Report on Defense Activities soon will be mailed to you.

2 BACKGROUND

This report was transmitted to the Joint Committee on Defense Production of the Congress on October 1, 1974. It is classified "For Official Use Only" pending publication by the Joint Committee.

3 ACTION

Make usual distribution of report to State emergency board members as soon as it is received. Withhold distribution to State government representatives and others outside USDA until further notice.

4 RETENTION

Retain this memorandum until further notice.

SIGNED

R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs

cc: Wilson, SEC., Rm. 102-W Admin.  
Wood, SEC., Rm. 102-W Admin.  
Secretary's Records, Rm. 125-W Admin.  
DAP, Rm. 243-W Admin.  
Davis, ASCS/EP, Rm. 6628 So.  
Morton, ASCS/EP, Rm. 6628 So.  
Lester, ASCS/EP, Rm. 6622 So.

ASCS/EP/CALEster/bas/ext. 76503/10/3/74/ASCS-EP-27

NATIONAL DEFENSE







DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY  
WASHINGTON, D. C. 20250

September 29, 1975

USDA STATE EMERGENCY MEMORANDUM NO. 55

Annual Report on Defense Activities

1 PURPOSE

To announce that copies of USDA's Annual Report on Defense Activities soon will be mailed to you.

2 BACKGROUND

This report was transmitted to the Joint Committee on Defense Production of the Congress on September 19, 1975. It is classified "For Official Use Only" pending publication by the Joint Committee.

3 ACTION

Make usual distribution of report to State emergency board members as soon as it is received. Withhold distribution to State government representatives and others outside USDA until further notice.

4 RETENTION

Retain this memorandum until further notice.

*R B Wilson*

R. B. WILSON  
Assistant to the Secretary  
Intergovernmental Affairs

NATIONAL DEFENSE

UNITED STATES DEPARTMENT OF THE ARMY

Annual Report on Defense Activities

1. SUMMARY

To enhance the quality of the Annual Report on Defense Activities, the following items will be added to the report:

2. BACKGROUND

This report was transmitted to the Joint Chiefs of Staff for their consideration on the progress of the Department of Defense in the fiscal year 1964. The report is intended to provide a summary of the Department's activities and to provide a basis for the Joint Chiefs of Staff to make recommendations to the President.

3. ANALYSIS

The annual report of the Department of Defense is a key document in the process of defense planning. It provides a summary of the Department's activities and a basis for the Joint Chiefs of Staff to make recommendations to the President. The report is intended to provide a summary of the Department's activities and to provide a basis for the Joint Chiefs of Staff to make recommendations to the President.

4. CONCLUSIONS

Based on the information available, the following conclusions are reached:

E. S. WILSON  
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Department of Defense